

**Office of the President
of the Philippines
Malacañang**

MALACAÑANG RECORDS OFFICE

MEMORANDUM CIRCULAR NO. 1

Based on the records available on file and in the possession of Malacañang Records Office, Memorandum Circular No. 1 of Presidential Issuances of Corazon C. Aquino was certified by their office as a reserved number and that no original copy of this issuance was forwarded and released to them.

Malacañang Records Office. (2016). *[Memorandum : certification and official count of Presidential Issuances]*. Manila : Malacañang Records Office.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 2
CREATING AN EXECUTIVE COMMITTEE TO TAKE CHARGE OF THE PREPARATION
AND ARRANGEMENT FOR THE HOLDING OF THE 19TH ANNUAL MEETING OF
THE BOARD OF GOVERNORS, ASIAN DEVELOPMENT BANK, TO BE HELD IN
MANILA FROM APRIL 30 TO MAY 2, 1986

There is hereby created an Executive Committee to assist in the preparation and arrangement for the holding of the 19th Annual Meeting of the Board of Governors, Asian Development Bank, which will be held in Manila from April 30 to May 2, 1986, composed of the following:

HON. ROBERTO V. REYES Acting Chairman, PCC-ADB	—	Chairman
Representative of the Minister of Finance	—	Member
Representative of the Executive Secretary	—	Member
Representative of the Minister of Foreign Affairs	—	Member
Representative of the Minister of Information	—	Member
Representative of the Minister of Public Works & Highways	—	Member
Representative of the Minister of Tourism	—	Member
Representative of the Chief, PC-INP	—	Member
Representative of the Commissioner of Customs	—	Member
Representative of the Commissioner Immigration and Deportation	—	Member
Representative of the General Manager, Manila International Airport	—	Member
Representative of the Chairman, Land Transportation Commission	—	Member
Representative of the President, Cultural Center of the Philippines	—	Member
Representative of the Commander, Constabulary Highway Patrol Group	—	Member
Representative of the Commander, Phil-Air Force Security Command	—	Member
The Acting Protocol Officer PCC-ADB	—	Member

The Committee may call upon heads of departments, bureaus and other offices of the government, as well as private organizations associations, for such assistance as it may need for the accomplishment of its mission.

This Circular takes effect immediately.

By Authority of the President:
(Sgd.) **JOKER P. ARROYO**
Executive Secretary

Manila, March 13, 1986

Source: **Presidential Management Staff**

Office of the President of the Philippines. (1986). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Presidential Management Staff.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 3

REQUIRING ALL GOVERNMENT FINANCIAL INSTITUTIONS TO SUBMIT A LIST OF CORPORATIONS WHERE THE GOVERNMENT HAD EXPOSURE, AN ACCOUNTING OF GOVERNMENT MONEY LOANED TO DISTRESSED COMPANIES AND OTHER RELEVANT DATA

All government financial institutions such as the Government Service Insurance System (GSIS), the Social Security System (SSS), the Philippine National Bank (PNB), the Development Bank of the Philippines (DBP), and the Land Bank of the Philippines (LBP) are hereby directed to submit to the Office of the President a list of the corporations where the government had exposure, the amount of money lent and due from said corporations and the number of seats in the Board of Directors allotted to the government by virtue of the capital outlay of the government through its financial institutions.

This Circular shall take effect immediately.

Done in the City of Manila, this 17th day of March, in the year of Our Lord, nineteen hundred and eighty-six.

By authority of the President:
(Sgd.) **JOKER P. ARROYO**
Executive Secretary

Source: **Presidential Management Staff**

Office of the President of the Philippines. (1986). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Presidential Management Staff.

MALACAÑANG
MANILA

MEMORANDUM CIRCULAR NO. 4

**DIRECTING THE FORMULATION OF THE MEDIUM-TERM PHILIPPINE DEVELOPMENT PLAN FOR
1987-1992**

There is an urgent need to formulate a medium-term Philippine Development Plan for 1987-1992 to guide development efforts in both the public and the private sectors in the six-year period, 1987-1992. For this purpose, the National Economic and Development Authority, in coordination with all ministries, offices and instrumentalities including government-owned and controlled corporations and regional development bodies, shall immediately prepare the Medium-Term Philippine Development Plan covering the period 1987-1992.

All government ministries, offices and instrumentalities shall formulate their respective medium-term plans for 1987-1992. The Plan shall contain at least the following basic elements:

Development goals and objectives.

2. Strategy and policy framework.

3. Measurable targets supportive of broader development objectives.

4. A descriptive list of ongoing and new development programs and projects to implement this framework, with benefits and costs estimates, sources of financing and timetable of implementation.

The Plans shall be submitted to the NEDA for coordination and integration at the national and regional levels on or before June 30, 1986. Copies of said development plans shall be furnished the Office of the President and the Office of Budget and Management.

All ministries, agencies and government-owned and controlled corporations shall draw inputs from their regional offices considering regional development strategies, physical framework and local needs. The regional development component of various ministry, agency and corporate plans shall be consistent with the integrated regional development plans.

In order to make these plans more meaningful in terms of implementation, all agencies, government corporations, and regional development bodies shall henceforth prepare more detailed annual development plans linked closely to their respective annual budgets.

All sectors of society, public or private, shall be consulted to the fullest extent to obtain their opinions and positions on matters related hereto.

The Director-General of the NEDA shall issue such guidelines as may be necessary to ensure effective compliance with this Circular. Such funds as may be necessary for the attainment of the objectives of this Circular shall be requested from the Minister of the Budget subject to the availability thereof and the usual accounting and auditing requirements.

This Circular takes effect immediately.

By authority of the President
(Sgd.) **JOKER P. ARROYO**
Executive Secretary

Manila, March 18, 1986.

Source: **Presidential Management Staff**

Office of the President of the Philippines. (1986). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Presidential Management Staff.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 5

DIRECTING THE SUBMISSION BY ALL HEADS OF OFFICES AND AGENCIES UNDER THE OFFICE OF THE PRESIDENT THEIR RESPECTIVE MANUAL OF OPERATIONS FOR OPERATIONAL INFORMATION

In order to ensure a smooth transfer of executive administration and in line with the pronouncements of the new government on productivity and efficiency, all government agencies directly under the supervision or administratively attached to the Office of the President are directed to submit their respective manual of operations to the Office of the Executive Secretary, Administrative Building, Malacanang, as soon as possible but not later than April 15, 1986, containing the following salient features:

1. legal basis
2. objectives
3. functions/responsibilities
4. operational framework
5. system of linkages with the Office of the President
6. inventory of physical, financial and manpower resources

For immediate compliance.

By authority of the Executive
Secretary:
(Sgd.) **FULGENCIO S. FACTORAN, JR.**
Deputy Executive Secretary

March 26, 1986

Source: **Presidential Management Staff**

Office of the President of the Philippines. (1986). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Presidential Management Staff.

MALACAÑANG
MANILA

MEMORANDUM CIRCULAR NO. 6
REVOKING MEMORANDUM CIRCULAR NO. 954, DATED JANUARY 26, 1977.

Memorandum Circular No. 954, dated January 26, 1977, requiring government officials and employees authorized to travel abroad to attend a pre-departure orientation course/seminar, is hereby revoked.

This circular takes effect immediately.

By authority of the President:
(Sgd.) **FULGENCIO S. FACTORAN, JR.**
Deputy Executive Secretary

Manila, April 1, 1986

Source: **Presidential Management Staff**

Office of the President of the Philippines. (1986). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Presidential Management Staff.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 7

CREATING AN EXECUTIVE COMMITTEE TO TAKE CHARGE OF THE PLANNING AND EXECUTION OF
COMMEMORATIVE ACTIVITIES FOR THE “ARAW NG KAGITINGAN” CELEBRATION.

WHEREAS, Letter of Instructions No. 1087 declared May 6 every year as “Araw ng Kagitingan” to enable the Filipino people to reminisce the heroic deeds of our brave and illustrious Filipinos; and

WHEREAS, it is fitting and proper to commemorate this heroism of our people with appropriate activities to impress upon our citizenry the valor and sacrifices of those who fought and died during our struggle for freedom and democracy.

IN VIEW HEREOF, there is hereby created an Executive Committee to formulate and devise ways and means for the successful execution of appropriate activities for the commemoration of “Araw ng Kagitingan,” composed of the following:

The Deputy Minister Ministry of National Defense	–	Chairman
The Chief of Staff Armed Forces of the Philippines	–	Co-Chairman
The Deputy Minister Ministry of Tourism	–	Vice-Chairman
The Assistant Minister for Planning & Design Ministry of Public Works and Highways	–	Member
The Administrator Philippine Veterans Affairs Office	–	Member
The Chairman National Historical Institute	–	Member
The General Manager Philippine Tourism Authority	–	Member
The Deputy Chief of Staff for Operations Armed Forces of the Philippines	–	Member
The Special Assistant on Veterans Affairs Ministry of National Defense	–	Member
The Director Bureau of Local Government Supervision Ministry of Local Governments	–	Member
The President Veterans Federation of the Philippines	–	Member
The National Commander Defenders of Bataan and Corregidor	–	Member
The Director National Media Production Center	–	Member
The Commanding General Philippine Army	–	Member
The Chief PC/Director General, INP Philippine Constabulary	–	Member
The Commanding General Philippine Air Force	–	Member

The Flag Officer-in-Command Philippine Navy	—	Member
The Commanding General Civil Relations Service, AFP	—	Member
The National Commander AFP National Reservists Association, Inc.	—	Member
The Officer-in-Charge Military Shrines Service, PVAO	—	Member/Secretary

The Committee is hereby authorized to call upon any ministry, bureau, office, agency or instrumentality of the Government for such assistance as it may need in the discharge of its duties and functions.

This Circular shall take effect immediately.

By authority of the President
(Sgd.) **JOKER P. ARROYO**
Executive Secretary

Manila, April 21, 1986

Source: **Presidential Management Staff**

Office of the President of the Philippines. (1986). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Presidential Management Staff.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 8

AMENDING MEMORANDUM CIRCULAR NO. 2 DATED MARCH 13, 1986, CREATING AN EXECUTIVE COMMITTEE TO TAKE CHARGE OF THE PREPARATION AND ARRANGEMENT FOR THE HOLDING OF THE 19TH ANNUAL MEETING OF THE BOARD OF GOVERNORS, ASIAN DEVELOPMENT BANK, TO BE HELD IN MANILA, FROM APRIL 30 TO MAY 2, 1986

Memorandum Circular No. 2 dated March 13, 1986, creating an Executive Committee to take charge of the preparation and arrangement for the holding of the 19th Annual Meeting of the Board of Governors, Asian Development Bank, in Manila from April 30 to May 2, 1986, is hereby amended so as to include therein representatives from the Presidential Protocol Office, and Presidential Security Group, Office of the President, Malacañang, as Members.

By authority of the President:
(Sgd.) **JOKER P. ARROYO**
Executive Secretary

Manila, April 29, 1986

Source: **Presidential Management Staff**

Office of the President of the Philippines. (1986). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Presidential Management Staff.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 9

**URGING GOVERNMENT AGENCIES CONCERNED TO GIVE MAXIMUM SUPPORT AND ASSISTANCE
TO THE CIVIL SERVICE COMMISSION IN THE CONDUCT OF THE 1986 CAREER SERVICE
(PROFESSIONAL AND SUBPROFESSIONAL LEVELS) EXAMINATIONS**

WHEREAS, the Civil Service Commission is charged with the duty of administering the Career Service (Professional and Subprofessional levels) examinations;

WHEREAS, the Career Service (Professional and Subprofessional levels) examinations are scheduled on August 3, 1986 in at least 56 examination centers throughout the country;

WHEREFORE, the Ministry of Finance, the Ministry of Education, Culture and Sports, the Ministry of National Defense, the New Armed Forces of the Philippines, the Integrated National Police, and all offices under these agencies are hereby urged to extend maximum support and assistance to the Civil Service Commission to ensure full security and smooth administration of the 1986 Career Service (Professional and Subprofessional levels) examinations;

The Ministry of Public Works and Highways, the Ministry of Transportation and Communications, the Philippine Airlines, the Philippine National Railways, the Ministry of Information and the Electronic Data Processing Systems Office of the Philippine Sugar Commission are likewise enjoined to extend maximum support and assistance relative to the transport of examination materials and personnel, the utilization of communication facilities throughout the country, the dissemination of essential information on the holding of the examinations, and the computer processing of examination papers, respectively;

The Minister of National Defense, the Commanding General of the Philippine Air Force Security Command, and the Commissioner of Customs are requested to exempt from inspection all classified materials pertinent to the examinations;

All heads of government agencies whose representatives may be designated by the Chairman/Commissioners or the Regional Directors of the Civil Service Commission, to compose the Regional Examination Committee and the Local Examination Committees to be established in provincial/city capitals where the examinations will be held, are requested to extend maximum support and assistance in all matters relative to the conduct of the examinations.

By Authority of the President:
(Sgd.) **JOKER P. ARROYO**
Executive Secretary

Manila, May 12, 1986

Source: **Presidential Management Staff**

Office of the President of the Philippines. (1986). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Presidential Management Staff.

MALACAÑANG
MANILA

MEMORANDUM CIRCULAR NO. 10

RECONSTITUTING THE GOVERNMENT CORPORATE MONITORING AND COORDINATING
COMMITTEE CREATED UNDER EXECUTIVE ORDER NO. 936, DATED FEBRUARY 29, 1984.

WHEREAS, the Government is determined to pursue a program of economic recovery and stability;

WHEREAS, the public sector finances have to be carefully planned, evaluated, and coordinated; and

WHEREAS, there is a need for a mechanism to monitor and coordinate the activities of government-owned and controlled corporations both financial and non-financial.

IN VIEW THEREOF, the Government Corporate Monitoring and Coordinating Committee created under Executive Order No. 936, dated February 29, 1984, is hereby reconstituted and shall operate as a subcommittee of the Cabinet. It shall be composed of the Minister of Finance as Chairman, and the Director General, Office of Budget and Management, the Governor, Central Bank of the Philippines, the Director General, National Economic and Development Authority, and the Chairman, Commission on Audit as Members. The members may designate alternates to represent them in the meetings of the Committee, provided that such alternates shall not be lower than their deputy ministers or their equivalents.

The Committee shall have the following duties and functions:

1. Develop appropriate guidelines on the monitoring of the operations of government-owned and controlled corporations, including their wholly-owned or majority-owned subsidiaries;
2. Formulate the necessary recommendations on policies and guidelines relevant to government corporate operations for submission to and approval by the President through the Cabinet;
3. Determine the financial exposure of the National Government to the various government corporations, whether this financial exposure will be in the form of subsidy, equity, net lending or loan guarantees; and
4. Perform such other functions as related to any activity of government-owned or controlled corporations as may be authorized by the President.

The Committee shall be assisted by a technical and administrative staff that shall be responsible for the day-to-day operating concerns involved in the monitoring and coordinating functions of the Committee

The technical secretariat may be staffed from direct hire and may be augmented as necessary by personnel on part-time or full-time detail from member agencies of the Committee and from other agencies undertaking related work, as well as such consultants as may be necessary.

The Committee shall be based at the Ministry of Finance, and all its present personnel, equipment and records shall be accordingly transferred to the Ministry of Finance.

The amount of ONE MILLION AND FIVE HUNDRED THOUSAND PESOS (P1,500,000.00) is hereby authorized to be released to the Committee chargeable against the Special Activities Fund or any applicable appropriation item provided for in Batas Pambansa Blg. 879.

The provisions of Executive Order No. 936, dated February 29, 1984, insofar as they are inconsistent with this Memorandum Circular are hereby modified, amended or repealed. All laws, decrees, issuances, rules and regulations

or parts thereof, which are inconsistent with any of the provisions of this Memorandum Circular, are hereby repealed or modified accordingly.

This Memorandum Circular shall take effect immediately.

By authority of the President:
(Sgd.) **JOKER P. ARROYO**
Executive Secretary

Manila, May 19, 1986

Source: **Presidential Management Staff**

Office of the President of the Philippines. (1986). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Presidential Management Staff.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 11
CREATING A NATIONAL COMMITTEE TO TAKE CHARGE OF THE CELEBRATION OF PHILIPPINE
INDEPENDENCE DAY ON JUNE 12, 1986.

Pursuant to the powers vested in me by law, I, CORAZON C. AQUINO, President of the Philippines, do hereby create a national committee to take charge of the celebration of Philippine Independence Day on June 12, 1986.

The Committee shall be composed of the following:

The Minister of Social Services and Development	Chairman
The Minister of the Budget	Vice-Chairman
Mrs. Celia Diaz Laurel	Vice-Chairman
The Deputy Minister of Foreign Affairs	Member
The Deputy Minister of National Defense	Member
The Deputy Minister of Public Works and Highways	Member
The Deputy Minister of Education, Culture and Sports	Member
The Deputy Minister of Labor and Employment	Member
The Deputy Minister of Local Governments	Member
The Deputy Minister of Transportation and Communications	Member
.....	
The Deputy Minister of Tourism	Member
The Deputy Minister of Information	Member
The Deputy Minister of Muslim Affairs	Member
The Chief Presidential Protocol Officer	Member
The Officer-in-Charge of the Metro Manila Commission	Member
The Chairman of the National Historical Institute	Member
The President of the Philippine Association of Colleges and Universities	Member
.....	
The President of the Civic Assembly of Women of the Philippines	Member
.....	

The Committee shall meet at the call of the Chairman and for the purpose of discharging its functions, may create its sub-committees as may be necessary.

The Committee is hereby authorized to call upon any department, bureau, office, agency or instrumentality of the government including government-owned or controlled corporation, for such assistance as it may need in the discharge of its duties and functions.

Done in the City of Manila, this 22nd day of May, in the year of Our Lord, nineteen hundred and eighty-six.

(Sgd.) **CORAZON C. AQUINO**
President of the Philippines

By the President:
(Sgd.) **JOKER P. ARROYO**
Executive Secretary

Source: **Presidential Management Staff**

Office of the President of the Philippines. (1986). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Presidential Management Staff.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 12
RECALLING OFFICE OF THE PRESIDENT OPINION NO. 42, DATED
JULY 8, 1983

Pursuant to the provisions of Presidential Decree No. 839, dated December 11, 1975, and Letter of Implementation No. 47, dated August 18, 1976, this Office hereby recalls its Opinion No. 42 dated July 8, 1983. Henceforth, all appeals from the decisions of the Professional Regulation Commission shall be taken to and decided by the Civil Service Commission. All appeals from the decisions of the Professional Regulation Commission pending before this Office shall immediately be indorsed to the Civil Service Commission, except those already decided but pending on motion for reconsideration that shall be disposed of in accordance with Executive Order No. 19, series of 1966, as amended.

By authority of the President:
(Sgd.) **FULGENCIO S. FACTORAN, JR.**
Deputy Executive Secretary

Manila, May 22, 1986

Source: **Presidential Management Staff**

Office of the President of the Philippines. (1986). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Presidential Management Staff.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 12-A
CREATING A COMMITTEE TO PREPARE AN OFFICIAL LIST OF BARANGAYS IN REGION XII.

There is hereby created a Committee to prepare an official list of barangays in Region XII composed of the following:

The Minister of Local Government or his duly authorized representative	—	Chairman
The Minister of Justice or his duly authorized representative	—	Member
The Minister of National Defense or his duly authorized representative	—	Member
The Executive Secretary of the Office of the President or his duly authorized representative	—	Member
The Executive Director of the National Census and Statistics Office or his duly authorized representative	—	Member
The Director of Lands, Ministry of Natural Resources, or his duly authorized representative	—	Member

The Committee shall convene immediately and submit its report not later than December 31, 1986.

The Minister of the Budget shall make available to the Committee the sum of P200,000.00 from the funds of the Commission on Elections.

The Committee is hereby authorized to call upon any Ministry, bureau, office, agency or instrumentality of the government for such assistance as it may deem necessary in the discharge of its duties and functions.

This Circular shall take effect immediately.

By authority of the President:
(Sgd.) **JOKER P. ARROYO**
Executive Secretary

Manila, May 27, 1986

Source: **Presidential Management Staff**

Office of the President of the Philippines. (1986). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Presidential Management Staff.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 13

DIRECTING ALL GOVERNMENT OFFICIALS AND EMPLOYEES NOT TO DISPLAY OR EXHIBIT THE PHOTOGRAPHS, PAINTINGS, OR OTHER FORMS OF VISUAL REPRESENTATION OF FORMER PRESIDENT FERDINAND E. MARCOS AND MRS. IMELDA R. MARCOS IN GOVERNMENT OFFICES, BUILDINGS, AND OTHER, GOVERNMENT ESTABLISHMENTS

The Office of the President has been informed that up to now there are some government offices, buildings, and other government establishments where the pictures or paintings of former President Ferdinand E. Marcos and his wife, Mrs. Imelda R. Marcos, are still being displayed or exhibited to the public, apparently because of plain inadvertence or lack of concern. It was noted in this regard that the public display or exhibition of these pictures or photographs and other visual representations of the former President in government offices and buildings tends to exert a divisive effect and influence not only within these public offices but even among our people, and to a certain extent, it also impedes the efforts of the government which are geared towards national reconciliation, unity, and progress.

For these reasons, all government officials and employees are hereby directed to adopt appropriate measures in order that the photographs, paintings, or other forms of visual representation of former President Marcos and Mrs. Marcos will not be publicly and conspicuously displayed, shown, or exhibited in government offices, buildings, and other government establishments and all such photographs, paintings, or visual representations which are owned by the government will be properly stored and preserved as government property.

Proper compliance with the foregoing instruction is enjoined.

(Sgd.) **JOKER P. ARROYO**
Executive Secretary

Manila, June 30, 1986

Source: **Presidential Management Staff**

Office of the President of the Philippines. (1986). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Presidential Management Staff.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 14

SUSPENDING REGULAR WORKING HOURS, INCLUDING REGULAR CLASSES, BOTH PUBLIC AND PRIVATE, ON JULY 10, 1986.

In view of inclement weather brought about by typhoon “Gading”, regular working hours in government and private offices in Metropolitan Manila, including classes in all levels in both public and private schools, on July 10, 1986 are hereby suspended.

By Authority of the President:
(Sgd.) **JOKER P. ARROYO**
Executive Secretary

Manila, July 10, 1986

Source: **Presidential Management Staff**

Office of the President of the Philippines. (1986). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Presidential Management Staff.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 15

DIRECTING THE GOVERNMENT AGENCIES CONCERNED TO EXTEND MAXIMUM SUPPORT AND ASSISTANCE TO THE NATIONAL EDUCATIONAL TESTING CENTER (NETC), MINISTRY OF EDUCATION, CULTURE AND SPORTS (MECS), IN THE CONDUCT OF THE ANNUAL NATIONAL COLLEGE ENTRANCE EXAMINATION (NCEE)

The National Educational Testing Center (NETC) under the Ministry of Education, Culture and Sports (MECS) administers the National College Entrance Examination (NCEE), a qualifying examination required of all high school graduates seeking admission to post-secondary degree programs. Conducted annually in different examination centers throughout the Philippines, in the ASEAN region, and in other countries, and participated in by thousands of examinees, the National College Entrance Examination (NCEE) is held in September every year at a date set by the Minister of Education, Culture and Sports. To enable the National Educational Testing Center (NETC) to perform its task effectively and efficiently, it is hereby directed:

1. The Ministry of National Defense (MND), the New Armed Forces of the Philippines (NAFP), the National Intelligence Coordinating Agency (NICA) the Philippine Constabulary/Integrated National Police (PC/INP), and the Philippine Ports Authority (PPA), extend maximum support and assistance to ensure full security and smooth administration of the examinations;
2. The Ministry of Local Government (MLG), the Philippine Airlines (PAL), the Ministry of Public Works and Highways (MPWH), the National Irrigation Administration (NIA), and the National Food Authority (NFA), share such travel facilities as may be deemed necessary for the abovementioned purpose; and
3. The Malacañang Press Center (MPC), the Ministry of Foreign Affairs (MFA), and the National Computer Center (NCC) extend maximum support and assistance relative to the dissemination of essential information pertaining to the holding of the examinations throughout the country and abroad and the computerized processing of the test papers and results, respectively.

By authority of the President:
(SGD.) **JOKER P. ARROYO**
Executive Secretary

Manila, August 12, 1986

Source: **Presidential Management Staff**

Office of the President of the Philippines. (1986). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Presidential Management Staff.

MALACAÑANG
MANILA

MEMORANDUM CIRCULAR NO. 16

FURTHER RECONSTITUTING THE COMMITTEE ON NEGOTIATED CONTRACT UNDER EXECUTIVE ORDER NO. 323, DATED JUNE 18, 1971.

The Committee on Negotiated Contracts under Executive Order No. 323, dated June 18, 1971, is hereby further reconstituted, as follows:

Minister of General Services	Chairman
Chairman of the Commission on Audit or his duly designated Commissioner	Member
Executive Secretary or his duly designated Representative	Member

The provisions of Executive Order No. 323, dated June 18, 1971 insofar as they are inconsistent with this Memorandum Circular are hereby repealed or modified accordingly. All laws, orders, issuances, rules and regulations or parts thereof inconsistent with this Memorandum Circular are hereby repealed or modified accordingly.

This Memorandum Circular shall take effect immediately.

By authority of the President:
(SGD.) **JOKER P. ARROYO**
Executive Secretary

Manila, August 12, 1986

Source: **Presidential Management Staff**

Office of the President of the Philippines. (1986). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Presidential Management Staff.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 17
REVOKING MEMORANDUM CIRCULAR NO. 1025 DATED
NOVEMBER 25, 1977

Memorandum Circular No. 1025 dated November 25, 1977 "PROHIBITING ANY GOVERNMENT OFFICIAL AND EMPLOYEE FROM ACCEPTING PRIVATE EMPLOYMENT IN ANY CAPACITY WITHOUT PRIOR AUTHORITY OF THE OFFICE OF THE PRESIDENT," is hereby revoked.

The authority to grant permission to any official or employee shall be granted by the head of the ministry or agency in accordance with Section 12, Rule XVIII of the Revised Civil Service Rules, which provides:

"Sec. 12. No officer or employee shall engage directly in any private business, vocation, or profession or be connected with any commercial, credit, agricultural, or industrial undertaking without a written permission from the head of Department: Provided, That this prohibition will be absolute in the case of those officers and employees whose duties and responsibilities require that their entire time be at the disposal of the Government: Provided, further, That if an employee is granted permission to engage in outside activities, the time so devoted outside of office hours should be fixed by the chief of the agency to the end that it will not impair in any way the efficiency of the officer or employee: And provided, finally, That no permission is necessary in the case of investments, made by an officer or employee, which do not involve any real or apparent conflict between his private interests and public duties, or in any way influence him in the discharge of his duties, and he shall not take part in the management of the enterprise or become an officer or member of the board of directors",

subject to any additional conditions which the head of the office deems necessary in each particular case in the interest of the service, as expressed in the various issuances of the Civil Service Commission.

By authority of the President:
(Sgd.) **FULGENCIO S. FACTORAN, JR.**
Deputy Executive Secretary

Manila, September 4, 1986

Source: **Presidential Management Staff**

Office of the President of the Philippines. (1986). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Presidential Management Staff.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 18

**DIRECTING GOVERNMENT AGENCIES CONCERNED TO GIVE MAXIMUM SUPPORT AND
ASSISTANCE TO THE NATIONAL BOARD FOR TEACHERS IN THE CONDUCT OF THE ANNUAL
PROFESSIONAL BOARD EXAMINATION FOR TEACHERS.**

The National Board for Teachers, through the Ministry of Education, Culture and Sports (MECS) and the Civil Service Commission, administers the Professional Board Examination for Teachers, an examination required under Presidential Decree No. 1006 dated September 22, 1976, as amended, for persons who shall engage in teaching whether in public or private elementary or secondary schools. The Professional Board Examination for Teachers is scheduled to be given on October 26, 1986 in at least thirty-nine (39) examination centers throughout the country. For the effective and efficient conduct of the 1986 Professional Board Examination for Teachers, it is hereby directed:

1. The Ministry of Finance (MOF), the Ministry of National Defense (MND), the New Armed Forces of the Philippines (NAFP), the Philippine Constabulary/Integrated National Police (PC/INP), and all offices under these agencies are hereby urged to extend maximum support and assistance to the Ministry of Education, Culture and Sports (MECS) and the Civil Service Commission (CSC) to ensure full security and smooth administration of the 1986 Professional Board Examination for Teachers;
2. The Ministry of Public Works and Highways (MPWH), the Ministry of Transportation and Communications (MOTC), the Philippine Airlines (PAL), the Philippine National Railways (PNR), the Malacañang Press Center (MPC) and the Electronic Data Processing Systems Office (EDPSO) of the Sugar Regulatory Administration (SRA) are likewise enjoined to extend maximum support and assistance relative to the transport of examination materials and personnel, the utilization of communication facilities throughout the country, the dissemination of essential information on the holding of the examination, and the computer processing of examination papers, respectively;
3. The Minister of National Defense, the Commanding General of the Philippine Air Force Security Command, and the Commissioner of the Bureau of Customs are directed to exempt from inspection all classified materials pertinent to the examination; and
4. All heads of government agencies whose representatives may be designated by the Chairman/Commissioners or the Regional Directors of the Civil Service Commission (CSC), to compose the Regional Board Examination Committees and the Local Board Examination Committees to be established in the provincial/city capitals where the examination will be held, are requested to extend maximum support and assistance in all matters relative to the conduct of the examination.

By authority of the President:
(SGD.) **JOKER P. ARROYO**
Executive Secretary

Manila, September 18, 1986

Source: **Presidential Management Staff**

Office of the President of the Philippines. (1986). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Presidential Management Staff.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 19
SUSPENDING REGULAR WORKING HOURS IN GOVERNMENT AND PRIVATE OFFICES IN METRO
MANILA ON OCTOBER 6, 1986.

In view of strong winds and rain brought about by Typhoon “Oyang” which rendered streets impassable, regular working hours in government and private offices in Metro Manila on October 6, 1986 are hereby suspended.

By authority of the President:
JOKER P. ARROYO
Executive Secretary

Manila, October 6, 1986.

Source: **Presidential Management Staff**

Office of the President of the Philippines. (1986). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Presidential Management Staff.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 20

ENJOINING STRICT ENFORCEMENT OF P.D. NO. 1067-B GRANTING A FRANCHISE TO THE PHILIPPINE AMUSEMENT AND GAMING CORPORATION (PAGCOR) TO ESTABLISH, OPERATE AND MAINTAIN GAMBLING CASINOS.

WHEREAS, certain conditions are imposed on the franchise holder of gambling casinos;

WHEREAS, one of the conditions imposed is that only tourists and/or foreigners who are not residents of the Philippines, and residents with a net income for the previous year of at least P50,000.00, which fact should be certified by the Bureau of Internal Revenue, shall be allowed to play at the gambling casinos;

WHEREAS, the following persons are not allowed to play at the gambling casinos:

- (a) Government officials connected directly with the operation of the government or any of its agencies.
- (b) Members of the Armed Forces of the Philippines, including the Army, Navy, Air Force or Constabulary.
- (c) Persons under 21 years of age or students of any school, college or university in the Philippines.

WHEREAS, it has been reported that many government officials and even members of the Armed Forces of the Philippines are seen at the casinos;

WHEREAS, there is need to enforce strictly the aforementioned conditions set by law.

IN VIEW OF THE FOREGOING, it is hereby directed:

1. All heads of ministries, bureaus and offices, government-owned or controlled corporations and local governments, including the AFP, to reiterate the prohibition against officials and employees under them from going to the casinos.
2. The PAGCOR Management to judiciously enforce the law on who should be allowed to stay in the premises of the casinos.
3. The Chief of Constabulary, in coordination with PAGCOR Management, to implement the provisions of this Circular.

This Memorandum Circular takes effect immediately.

By authority of the President:
(Sgd.) **JOKER P. ARROYO**
Executive Secretary

Manila, October 8, 1986

Source: **Presidential Management Staff**

Office of the President of the Philippines. (1986). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Presidential Management Staff.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 21

REQUIRING SUBMISSION TO THE BUILDING SERVICES AND REAL PROPERTY MANAGEMENT
OFFICE OF REPORTS ON REPAIRS, RENOVATIONS OR IMPROVEMENTS ON BUILDINGS OWNED BY
THE NATIONAL GOVERNMENT.

WHEREAS, the Building Services and Real Property Management Office under the General Services Administration is tasked with the administration and custody of, among others, buildings owned by the national government whether commercial, industrial or residential;

WHEREAS, a periodic updating of the valuation of these buildings is necessary for effective administration and custodianship of said buildings;

WHEREAS, to achieve this end, it is imperative that all repairs, renovations or improvements on said buildings be reported to said Office.

IN VIEW THEREOF, all heads of offices, bureaus and instrumentalities of the national government making repairs, renovations or improvements on buildings allocated to or occupied by them are hereby required to submit a report to the Building Services and Real Property Management Office after the completion of such work, specifying therein the date, nature and total cost of the work undertaken.

This Circular takes effect immediately.

By Authority of the President:
(Sgd.) **FULGENCIO S. FACTORAN, JR.**
Deputy Executive Secretary

Manila, October 16, 1986

Source: **Presidential Management Staff**

Office of the President of the Philippines. (1986). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Presidential Management Staff.

MALACAÑANG
MANILA

MEMORANDUM CIRCULAR NO. 22

PROVIDING FOR THE CREATION OF A NATIONAL INTER-AGENCY COMMITTEE TO EFFECT A
RATIONAL DEPLOYMENT OF EXISTING GOVERNMENT EQUIPMENT AND PROVIDING FOR THE
MECHANISM TO ACHIEVE THIS PURPOSE.

WHEREAS, there is an imperative need to rationalize the deployment and utilization of equipment of the government by foregoing purchase of items which are otherwise, available in other government agencies as excess items;

WHEREAS, this objective could only be realized by having an inventory of existing equipment resources and determining their effective utilization and actual physical condition;

WHEREAS, the General Services Administration is in charge of keeping an inventory of government equipment and seeing to their optimum utilization, the Office of Budget and Management determines efficient and effective allocation of government resources including equipment, while the Commission on Audit ensures fidelity in the custody of government assets.

NOW, THEREFORE, I, CORAZON C. AQUINO, President of the Philippines, by virtue of the powers vested in me by the popular mandate of the PEOPLE and the law of the land do hereby order the following:

SECTION 1. There is hereby created a National Inter-Agency Committee which shall be composed of the Minister of the General Services Administration as Chairman, Minister of Budget and Management and the Chairman of the Commission on Audit as Members.

SECTION 2. The Inter-Agency Committee shall develop utilization policies and guidelines in order to determine conditions and situations where specific items of equipment are needed.

SECTION 3. The Committee shall require all ministries, agencies, and government-owned or controlled corporations to submit Inventories of Equipment, in a format to be prescribed for the purpose.

SECTION 4. The Committee shall, on the basis of established guidelines, determine whether there is an excess or inadequacy of a particular equipment in an agency. The General Services Administration shall take actual physical custody of the excess equipment.

SECTION 5. All requests for purchase of equipment shall continue to be reviewed by the Office of Budget and Management. Requests for acquisition of equipment through transfer from other agencies shall be submitted to the Inter-Agency Committee, through the GSA.

SECTION 6. The National Inter-Agency Committee shall, in the exercise of its function, create a Working Group composed of representatives from the GSA thru its Supply Coordination Office, COA and OBM. It may likewise constitute sub-committees as may be deemed necessary in this undertaking.

SECTION 7. The Inter-Agency Committee shall complete the inventory-taking and rationalization of the deployment of existing equipment in agencies within a period of one (1) year subject to extension as exigencies require.

SECTION 8. The amount of P400,000.00 shall be set aside by the Office of Budget and Management for the accomplishment of this task.

SECTION 9. This Memorandum Circular shall take effect immediately.

Done in the City of Manila, this 29th day of October, in the year of Our Lord, nineteen hundred and eighty-six.

(SGD.) **CORAZON C. AQUINO**
President of the Philippines

By the President:
(SGD.) **JOKER P. ARROYO**
Executive Secretary

Source: **Presidential Management Staff**

Office of the President of the Philippines. (1986). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Presidential Management Staff.

MALACAÑANG
MANILA

MEMORANDUM CIRCULAR NO. 23
DESIGNATING THE PRESIDENTIAL MANAGEMENT STAFF AS THE COORDINATING BODY TO
ASSIST THE PRESIDENT IN REGIONAL CONSULTATIONS

WHEREAS, it has been the policy of President Corazon C. Aquino to regularly hold regional dialogues with the local government officials and private sectors, including cause-oriented groups;

WHEREAS, the objective of this policy is to consult the various key sectors of different regions regarding their major and urgent concerns and to formulate solutions to problems encountered therein;

WHEREAS, there is a need for a body to coordinate with the different Ministries/Agencies/Committees involved in this Presidential Regional Consultations;

WHEREAS, the monitoring of regional issues and development is already being performed by the Presidential Management Staff under the Office of the Executive Secretary for the President's Information;

ACCORDINGLY, the Presidential Management Staff in coordination with all the Ministries/Agencies/Committees involved, is hereby designated to assist the President in all her Presidential regional consultations in the following manner:

- a) Integrate all the materials necessary prior to the President's regional trip;
- b) Provide timely and accurate feedback to the Office of the President on all matters taken up during the regional consultation; and
- c) Perform such other functions as may be designated by the President thru the Office of the Executive Secretary.

This Circular shall take effect immediately.

Manila, November 18, 1986.

(Sgd.) **JOKER P. ARROYO**
Executive Secretary

Source: **Presidential Management Staff**

Office of the President of the Philippines. (1986). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Presidential Management Staff.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 24

AUTHORIZING ATTENDANCE IN THE SEVENTH CONGRESS OF SOUTHEAST ASIAN LIBRARIANS.

The Seventh Congress of Southeast Asian Librarians (CONSAL VII) will be held at the Philippine International Convention Center in Manila from February 15 to 21, 1987 under the joint auspices of the National Library and the Philippine Library Association, Inc. with librarians and information specialist from Indonesia, Malaysia, Singapore, and Thailand, and the Philippines among others, as main participants.

To afford Filipino librarians the opportunity to broaden their professional perspective and to interact with their counterparts from the above-mentioned countries, all heads of ministries, bureaus and offices, including government-owned or controlled corporations, state universities and colleges, and local government units may allow attendance of one (1) qualified participant each in the said Congress on official time with reasonable expenses allowable under existing rules and regulations, subject to the availability of funds and the usual accounting and auditing requirements. Participants residing or stationed within the Metro Manila Area shall be entitled to convention fees only. Meals covered by the convention fee shall be deducted from per diems.

The participants shall submit to their respective agency heads a complete report on their attendance or participation in the convention. Likewise, the organizer shall submit to this Office a report and evaluation of the convention, copy furnished the Ministry of the Budget and Management, including a list of participants from the government sector indicating their respective offices.

(Sgd.) **FULGENCIO S. FACTORAN, JR.**
Deputy Executive Secretary

Manila, December 19, 1986

Source: **Presidential Management Staff**

Office of the President of the Philippines. (1986). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Presidential Management Staff.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 25

**AUTHORIZING ATTENDANCE IN THE COMPUTER APPRECIATION SEMINAR FOR EXECUTIVES OF
NATIONAL, REGIONAL GOVERNMENT OFFICES AND LOCAL GOVERNMENT AGENCIES.**

The National Computer Center's extension office for the Mindanao Area shall be holding Computer Appreciation Seminars for Executives of the four Regions of Mindanao.

The seminar aims to increase the level of awareness of regional executives and public administrators on the essential concepts and potentials of information systems and uses of the computer for management control and decision-making.

All directors, heads of government offices, agencies and instrumentalities, academic institutions and local government chiefs in the region where such seminar is to be held, may attend the seminar on official time with reasonable expenses allowable under existing rules and regulations, chargeable against the appropriations of their respective offices, subject to the availability of funds and the usual accounting and auditing requirements.

It is understood that participants residing or stationed within the venue of the seminar shall be entitled to seminar fees only.

The participants shall submit to this Office a complete report on their attendance or participation in the seminar. The organizer shall, likewise, submit to this Office a report and evaluation of the seminar, copy furnished the Ministry of Budget and Management, including a list of participants indicating their respective offices.

(Sgd.) **FULGENCIO S. FACTORAN, JR.**
Deputy Executive Secretary

Manila, December 24, 1986

Source: **Presidential Management Staff**

Office of the President of the Philippines. (1986). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Presidential Management Staff.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 26

AUTHORIZING ATTENDANCE IN THE LANGUAGE CONFERENCE ON “FILIPINO-NATIONAL AND OFFICIAL LANGUAGE IN THE NEW CONSTITUTION” ON JANUARY 15-16, 1987 AT MANILA.

The Sanggunian Ng Wika sa Pambansang Pagpapaunlad which is composed of representatives from the various ministries and other national offices, constitutional commissions and government corporations and the Kalipunang Kamaynilaan which is composed of representatives from the four cities and thirteen municipalities within Metro Manila, and the Metro Manila Commission, under the guidance of the Institute of National Language, Ministry of Education, Culture and Sports will hold a language conference on “Filipino-National and Official Language in the New Constitution” on January 15 and 16, 1987 at Manila.

The objectives of the conference are: 1) to prepare strategies for the most effective and expeditious enrichment and promotion of Filipino as national and official language in the government and all over the nation; and 2) prepare the necessary reading and information materials in Filipino relative to the provisions on language in the New Constitution, in relation to its presentation to the nation for ratification.

All heads of ministries, bureaus and offices, including government-owned or controlled corporations, and local government units are hereby authorized to send one (1) participant each, who are members of the Sanggunian Ng Wika sa Pambansang Pagpapaunlad or of the Katipunan ng Kasapi-Kamaynilaan to the conference on official time with reasonable expenses for transportation, per diems and a conference fee of not more than P500.00 per participant, chargeable against the appropriations of their respective offices, subject to the availability of funds, the usual accounting and auditing requirements. Participants residing or stationed within Manila shall be entitled to convention fees only. Meals covered by the convention fee shall be deducted from per diems. The Institute of National Language shall provide ten (10) employees to constitute the secretariat and technical staff of the conference.

The participants shall submit to their respective agency heads a complete report on their attendance or participation in the conference. Likewise, the organizers shall submit to this Office a general report and evaluation of the conference including a duly audited financial report and a list of participants indicating their respective offices, copy furnished the Ministry of the Budget and Management.

(Sgd.) **FULGENCIO S. FACTORAN, JR.**
Deputy Executive Secretary

Manila, January 8, 1987

Source: **Presidential Management Staff**

Office of the President of the Philippines. (1987). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Presidential Management Staff.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 27

AMENDING MEMORANDUM CIRCULAR NO. 26 DATED JANUARY 8, 1987 ENTITLED, "AUTHORIZING ATTENDANCE IN THE LANGUAGE CONFERENCE ON FILIPINO-NATIONAL AND OFFICIAL LANGUAGE IN THE NEW CONSTITUTION ON JANUARY 15-16, 1987 AT MANILA."

Memorandum Circular No. 26 dated January 8, 1987 entitled, "Authorizing Attendance in the Language Conference on Filipino-National and Official Language in the New Constitution on January 15-16, 1987 at Manila," is hereby amended, so as to change the date of the holding of the conference to January 29-30, 1987.

(Sgd.) **FULGENCIO S. FACTORAN, JR.**
Deputy Executive Secretary

Manila, January 15, 1987

Source: **Presidential Management Staff**

Office of the President of the Philippines. (1987). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Presidential Management Staff.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 28

AUTHORIZING ATTENDANCE IN THE 8TH NATIONAL JAMBOREE OF THE BOY SCOUTS OF THE PHILIPPINES ON FEBRUARY 21-27, 1987, AT BAGUIO CITY.

The Boy Scouts of the Philippines will hold its 8th National Jamboree on February 21-27, 1987 at Baguio City in commemoration of the 50th Foundation Anniversary of the BSP.

The attendance of not more than 100 government officials who are officers/members of BSP Executive Boards of Local Councils in the Jamboree is hereby authorized on official time only at no government expense, except the payment of their salary.

The participants shall submit to their respective office heads a complete report of their attendance or participation in the Jamboree, copy furnished this Office.

(Sgd.) **FULGENCIO S. FACTORAN, JR.**
Deputy Executive Secretary

Manila, February 16, 1987

Source: **Presidential Management Staff**

Office of the President of the Philippines. (1987). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Presidential Management Staff.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 29

EXCUSING GOVERNMENT OFFICERS AND EMPLOYEES FROM WORK TO ENABLE THEM TO
ATTEND THE FUNERAL OF THE LATE SENATOR JOSE W. DIOKNO.

WHEREAS, the remains of the late Senator Jose W. Diokno will be interred on Wednesday, March 4, 1987;

WHEREAS, during the long period of the past repressive regime, the late Senator Diokno had provided the freedom-loving Filipinos the much needed hope, light and courage in our fight for democracy, human rights and genuine nationalism; and

WHEREAS, it is but fitting and proper that the Filipino nation pay tribute to the man by paying respects to him in the day of his interment;

IN VIEW THEREOF, all government officers and employees in Metro Manila are hereby enjoined to attend the interment of the late Senator Jose W. Diokno on Wednesday, March 4, 1987.

For this purpose, all government officers and employees attending the funeral are hereby excused from work on the said day.

This Circular takes effect immediately.

By authority of the President:
(Sgd.) **FULGENCIO S. FACTORAN, JR.**
Deputy Executive Secretary

March 2, 1987

Source: **Presidential Management Staff**

Office of the President of the Philippines. (1987). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Presidential Management Staff.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 30

CLARIFYING THE PROVISIONS OF EXECUTIVE ORDER NO. 696 DATED MAY 27, 1981 AS AMENDED
BY EXECUTIVE ORDER NO. 771 DATED FEBRUARY 11, 1982, CONCERNING THE GRANT OF CESO
RANK TO GRADUATES OF NATIONAL DEFENSE COLLEGE OF THE PHILIPPINES (NDCP) AND
CAREER EXECUTIVE SERVICE DEVELOPMENT PROGRAM (CESDP)

In order to ensure uniform implementation of Executive Orders Nos. 696 and 771 dated May 27, 1981 and February 11, 1982, respectively, the following clarifications are hereby issued for the information and guidance of all concerned:

1. For purposes of salary adjustment of CESDP and NDCP graduates as provided for under both said executive orders, new appointment issued by the President is not necessary since what is being granted is only the salaries equivalent to those received by CESOs Rank V. What is to be submitted as required by CESB Circular No. 8, is a copy of their appointment to their present position, as certified by the Civil Service Commission.
2. Since the issuance of Executive Order No. 771, which is a corrective measure to prevent inequities in salary scale, reduced the equivalent CESO rank granted to the graduates of both institutions from rank III to rank V, the salaries of the officials who may have received that which is equivalent to salaries of CESOs Rank III should likewise be correspondingly reduced effective April 1, 1987.

Department heads of national government agencies where there are officials now enjoying the salaries and allowances pursuant to Executive Order No. 696 are hereby advised to immediately take steps in implementing the foregoing clarifications bearing in mind the rules and regulations embodied in Circular No. 8, series of 1982 of the Career Executive Service Board, and NCC No. 29 of the Department of Budget and Management, which are consolidated and hereby incorporated as an integral part hereof for convenience as follows:

TO	:	All Heads of Departments, Bureaus, Offices and Agencies of the National Government and All Other Concerned
SUBJECT	:	<u>RULES AND PROCEDURES TO IMPLEMENT EXECUTIVE ORDER NO. 771 AMENDING EXECUTIVE ORDER NO. 696</u>

1. PURPOSE

This Circular is being issued to provide rules and procedures to implement Executive Order No. 771 dated February 4, 1982, amending Executive Order No. 696.

2. COVERAGE

This Circular shall apply to all graduates of the Career Executive Service Development Program (CESDP) and of the National Defense College of the Philippines (NDCP), who now occupy regular positions in the national government and who have not yet been appointed to a CESO rank.

3. DEFINITION

CES eligibles are those officers who have successfully completed the CESDP and who have met all requirements of the Career Executive Service Board.

4. IMPLEMENTING GUIDELINES

A. Salary Rules

4.1 The salary of all graduates of the CESDP and NDCP who are CES eligibles, and who have not been appointed/designated by the President to CES positions, shall be adjusted to the full amount of Grade 2 of Rank V of the CES Compensation Schedule.

4.2 The salary of all graduates of the CESDP and NDCP who are not CES eligibles and who have not been appointed/designated by the President to CES positions, shall be adjusted to the full amount of Grade I of Rank V of the CES Compensation Schedule.

4.3 Incumbents appointed/designated by the President to CES positions in the CES ranking structure higher than Rank V, shall continue to receive the salary equivalent to the appropriate rank and grade to which their respective positions belong.

4.4 Incumbents of non-CES positions, whether CES eligible or not, whose present salary exceeds the salary provided for under 4.1 and 4.2, as the case may be, of this Circular, shall continue to receive their present salary.

4.5 For purposes of salary adjustment under this Circular, no subordinate official shall be adjusted to a salary rate beyond one salary grade lower than his immediate supervisor except in cases where, by explicit provision of law, they may be authorized with respect to incumbents of positions requiring highly specialized and technical expertise and/or belonging to special career system such as the scientific career system established under Executive Order No. 784.

B. Grant of Monthly Transportation and Representation Allowances

4.6 CESDP and NDCP graduates who are not CESOs nor designated in an Acting Capacity or as OIC of CES positions by competent authority are not entitled to the commutable transportation and representation allowances under the General Appropriations Act.

4.7 Those designated by competent authority in an Acting Capacity of Officers-In-Charge of CES positions who are CESDP or NDCP graduates, shall be allowed appropriate transportation and representation allowances on a reimbursement basis while discharging the functions of the position.

5. CESDP/NDCP graduates in Local Government Units are not yet embraced in the Career Executive Service and are therefore not entitled to the salary adjustments granted under Executive Order No. 771.

6. ADMINISTRATIVE PROCEDURE

6.1 The adjustment in salaries of officials/incumbents provided for in this Circular shall be implemented by the preparation of a Plantilla Adjustment Form herein prescribed and attached as Annex "A", and by a Notice of Salary Adjustment as provided in Sec. 8.3 herein.

6.1.1 The Plantilla Adjustment Form shall be certified correct on each page by the respective head of the department/agency.

6.1.2 The original and five (5) copies of the approved Plantilla Adjustment Form shall be submitted to the Compensation and Position Classification Bureau (CPCB), Department of Budget and Management (DBM), which shall examine and verify said documents on the basis of its records and certify these accordingly. The CPCB-certified copies shall be distributed as follows:

6.1.2.1 one copy to the Commission on Audit for compliance with auditing requirements;

6.1.2.2 one copy to the Career Executive Service Board or National Defense College of the Philippines for records, control and other purposes;

6.1.2.3 one copy to the Civil Service Commission (CSC) (Central Office) or to the CSC Regional Office concerned;

6.1.2.4 one copy to the department/agency concerned for proper implementation;

6.1.2.5 the original shall remain with the CPCB for purposes of records and control.

6.2 The NDCP and the CESB shall submit to the DBM thru the CPCB a certified list of NDCP/CESDP graduates covered in this Circular.

7. FUNDING SOURCE

The salary adjustment authorized under this Circular shall be funded from salary lapses and other personal services savings. The remaining balance which cannot be supported by salary lapses and personal services savings shall be charged against the Salary Adjustment Fund. The additional amount necessary shall be reported immediately to the Department of Budget and Management for issuance of appropriate Advice of Allotment and Cash Disbursement Ceiling.

8. PAYMENT AND ACCOUNTING PROCEDURES

8.1 The Chief Accountant of each Department/Bureau/Office Agency concerned shall accomplish and submit to the DBM not later than fifteen (15) days from the end of a preceding month a statement of source of funds and actual payment of the salary increases made during the preceding month duly certified in the form prescribed in Annex "B".

8.2 The salary adjustment provided under this Circular shall be subject to appropriate adjustment, upon review by CPCB, payments are found to be not in order. The recipient official shall be liable for the refund of any overpayment made.

8.3 The head of department/agency concerned shall notify the officials in writing of their adjusted salary under this Circular through a Notice of Salary Adjustment Form herein prescribed and attached as Annex "C". A copy of the Notice of Salary Adjustment shall be furnished the GSIS, if the beneficiary is a member thereof.

8.4 The head of department/agency shall be held personally liable for any payment of salary adjustment not in accordance with the provision of this Circular, and for non-submission of the required reports, without prejudice, however, to the refund of any excess payments by the officials concerned.

8.5 All heads of departments/agencies shall submit the Plantilla Adjustment Form referred to in Paragraph 6.1 within 45 days from the receipt of this Circular.

9. CONTRIBUTIONS

The salary adjustments herein authorized are subject to the mandatory requirements of GSIS life and retirement insurance premiums if the recipient is a member of the GSIS and the Home Development Mutual Fund.

10. SAVING CLAUSE

Cases not covered by this Circular shall be referred to the Department of Budget and Management through the Compensation and Position Classification Bureau.

11. The salary adjustment of the officials involved in this Circular shall take effect April 1, 1987.

Compliance herewith is strictly enjoined.

By Authority of the President:
(Sgd.) **FULGENCIO S. FACTORAN, JR.**
Cabinet Secretary
and concurrently
Deputy Executive Secretary

March 3, 1987

Source: **Presidential Management Staff**

Office of the President of the Philippines. (1987). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Presidential Management Staff.

MALACAÑANG
MANILA

MEMORANDUM CIRCULAR NO. 31
CREATING AN AD HOC EXECUTIVE COMMITTEE FOR THE COMMEMORATION
OF THE “ARAW NG KAGITINGAN” ON MAY 6, 1987

WHEREAS, Letter of Instructions No. 1087 declared May 6 of every year as “Araw ng Kagitingan”;

WHEREAS, the observance by the Filipino nation of the “Araw ng Kagitingan” is a fitting recognition and tribute to the heroism of those who fought and who died in their struggle to defend the country;

WHEREAS, the successful commemoration of the occasion can be best achieved through a well-coordinated and integrated activity;

IN VIEW THEREOF, there is hereby created an ad hoc Executive Committee for the observance of the “Araw ng Kagitingan” on May 6, 1987, hereinafter referred as the Committee.

The Committee shall be composed of the following:

The Undersecretary for Civilian Relations Department of National Defense	Chairman
The Chief of Staff Armed Forces of the Philippines	Co-Chairman
An Undersecretary Department of Tourism	Vice-Chairman
An Undersecretary Department of Public Works and Highways	Member
The Administrator Philippine Veterans Affairs Office	Member
The Chairman National Historical Institute	Member
The General Manager Philippine Tourism Authority	Member
The Deputy Chief of Staff for Operations Armed Forces of the Philippines	Member
The Director Bureau of Local Government Supervision Department of Local Government	Member
The President Veterans Federation of the Philippines	Member
The National Commander Defenders of Bataan and Corregidor	Member
The Director Philippine Information Agency	Member
The Commanding General Philippine Army	Member
The Chief, Philippine Constabulary/ Director-General, Integrated National Police	Member
The Commanding General Philippine Air Force	Member
The Flag Officer-in-Command Philippine Navy	Member
The Commanding Officer Civil Relations Service Armed Forces, of the Philippines	Member
The National Commander AFP National Reservists Association, Inc.	Member
The Officer-in-Charge Military Shrines Service Philippine Veterans Affairs Office	Member/Secretary

The Committee shall formulate and implement the program of activities in the commemoration of the “Araw ng Kagitingan”.

The Committee is hereby authorized to call upon any department, bureau, office, agency or instrumentality of the government, including government-owned or controlled corporations for support and assistance in the discharge of its tasks under this Memorandum Circular.

This Memorandum Circular shall take effect immediately.

By authority of the President:
(Sgd.) **JOKER P. ARROYO**
Executive Secretary

Manila, April 24, 1987

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1987). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 32
ENJOINING GOVERNMENT AGENCIES CONCERNED TO EXTEND OPTIMUM SUPPORT AND
ASSISTANCE TO THE CIVIL SERVICE COMMISSION IN ITS CONDUCT OF CIVIL SERVICE
EXAMINATIONS.

The Civil Service Commission is charged with the duty of administering civil service examination which is usually held as often as once a year in different examination centers throughout the country. In order to enable the Commission to undertake its task effectively and efficiently, it is desired that:

a. The Department of Finance, the Department of Education, Culture and Sports, the Department of National Defense, the Armed Forces of the Philippines, the Integrated National Police and all offices under these agencies and all other departments, agencies and instrumentalities of the government as may be requested by the Civil Service Commission, are hereby enjoined to extend optimum support and assistance to the Commission to ensure full security and smooth administration of all civil service examinations.

b. The Department of Public Works and Highways, the Department of Transportation and Communications, the Philippine Airlines, the Philippine National Railways, the Philippine Information Agency and the Electronic Data Processing Systems Office of the Sugar Regulatory Administration are likewise enjoined to extend optimum support and assistance relative to the transport of examination materials and personnel, the utilization of communication facilities throughout the country, the dissemination of essential information on the holding of the examinations, and the computer processing of examination papers respectively.

c. The Secretary of National Defense, the Commanding General of the Philippine Air Force Security Command, the Commissioner of Customs are requested to exempt from inspection all classified materials pertinent to the examination.

d. All heads of government agencies whose representatives may be designated by the Chairman/Commissioners or the Regional Directors of the Civil Service Commission, to compose the Regional Examination Committees and the Local Examination Committees to be established in provincial/city capitals where the examinations will be held, are requested to extend optimum support and assistance in all matters relative to the conduct of the examination.

By Authority of the President:
(Sgd.) **CATALINO MACARAIG, JR.**
Deputy Executive Secretary

Manila, May 21, 1987

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1987). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 33

SUPREME COURT DECISION ON OP MEMORANDUM CIRCULAR NO. 133 DATED OCTOBER 16, 1967.

For the information of all heads of offices, both national and local, including government-owned or controlled corporations, attention is invited to the decision of the Supreme Court in the case of Marasigan vs. Cruz, G. R. No. L-40648 promulgated on May 20, 1987, affirming a decision of the Court of First Instance of Manila declaring “void and of no effect” OP Memorandum Circular No. 133 prescribing certain conditions for optional retirement under Commonwealth Act No. 186, as amended by Republic Acts No. 1616 and No. 4968, the dispositive portion of which reads as follows:

“In its decision the trial court set out the perspective that is appropriate in respect of a retirement law like Commonwealth Act No. 186 as amended:

“A retirement law such as C. A. 186 and amendatory laws is in the nature of a contract between the government and its employees. When an employee joins the government service he has a right to expect that after rendering the required length of service and fulfilled the conditions stated in the laws on retirement, he would be able to enjoy the benefits provided in said laws. He regularly pays the dues prescribed therefor. It would be cruel to deny him the benefits he had been expecting at the ends of his service by imposing conditions for his retirement which are not found in the law. It is believed to be a legal duty as well as a moral obligation on the part of the government to honor its commitments to its employees when as in this case, they have met all the conditions prescribed by law and are therefore entitled to receive their retirement benefits.”

We agree with the trial court in this respect.”

Accordingly, applications for optional retirement benefits under C. A. 186 as amended by R. A. 1616 and R. A. 4968 shall no longer be submitted to the Malacañang Clinic for determination of the physical incapacity of applicants.

Please be guided accordingly.

By Authority of the President:
(Sgd.) **CATALINO MACARAIG, JR.**
Deputy Executive Secretary

Manila, August 3, 1987

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1987). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 34

**AUTHORIZING ATTENDANCE IN THE THIRD NATIONAL CONFERENCE AND ECHO CONFERENCES
ON PUBLIC ADMINISTRATION AT THE REGIONAL LEVEL**

The College of Public Administration, University of the Philippines, its Alumni Association, the Philippine Society for Public Administration, the Association of Schools of Public Administration in the Philippines, and the U.P. Public Administration Research and extension Services Foundation, Inc. will jointly hold the Third National Conference on Public Administration in Manila from September 28-30, 1987, and Echo Conferences in the regions sometime in 1988.

The Conference, which shall have as its theme "Public Administration and Redemocratization," aims to, among other things, provide an opportunity for professional discussions of the problems and prospects of public administration and redemocratization under the present dispensation.

All government officials, employees and faculty members of academic institutions who hold degree/s in Public Administration/Public Management or Educational Administration/Management in the graduate level, and/or graduates of the Career Executive Service Development Program (CESDP), the Philippine Executive Academy (PEA), Local Administration Development Program (LADP), the National Defense College of the Philippines (NDCP), the Executive Leadership Management Program (ELM), and such other officials of government deemed by their respective Heads of Agencies as qualified to participate, are authorized to attend the conference on official time with reasonable expenses for transportation, per diems and a conference fee of ₱600.00 per participant, chargeable against the appropriations of their respective offices, in accordance with the provisions of Presidential Decree No. 344 dated 26 November 1973 as implemented by COA General Circular No. 127, series of 1973, or such applicable laws, subject to the availability of funds and the usual accounting and auditing requirements.

With regard to the echo conferences, it is understood that the participants residing or stationed within the Metropolitan Manila area, as well as those in the regions, shall be entitled to reasonable expenses for transportation and conference fees only.

The participants shall submit to their respective office heads a report of their attendance in the conference within thirty days after the conference. Likewise, within the same period, the organizers shall submit to this Office a report and evaluation of the conference, copy furnished the Department of Budget and Management, including a list of participants and observers indicating their respective offices. The report shall include a financial statement of income and expenses duly audited by a Certified Public Accountant not connected with the organizers.

By Authority of the President:
(Sgd.) **JOKER P. ARROYO**
Executive Secretary

Manila, August 20, 1987

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1987). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

MALACAÑANG
MANILA

MEMORANDUM CIRCULAR NO. 35

MODIFYING MEMORANDUM CIRCULAR 163 DATED MARCH 5, 1968, AND ENJOINING STRICT OBSERVANCE THEREOF, PARTICULARLY ON THE HIRING OR REAPPOINTMENT OF RETIRED GOVERNMENT PENSIONER OR ANNUITANT.

WHEREAS, reports have been received by the Office of the President regarding violations of Memorandum Circular No. 163 dated March 5, 1968 on the appointment of persons who have already reached the age of 57 years, the reinstatement of persons who have been previously retired from the government service, and the retention in the service of persons who have reached the compulsory retirement age of 65 years;

WHEREAS, these violations consist of appointments, reinstatements and/or retentions based on considerations other than the exigencies of the service and the other conditions provided for in said memorandum circular, and have adversely affected the public service;

WHEREAS, it is imperative that this practice be stopped immediately and that certain amendments to the aforesaid memorandum circular be effected.

IN VIEW THEREOF, all department secretaries, heads of bureaus, offices, agencies and instrumentalities of the government, including government-owned or controlled corporations, are hereby enjoined to strictly observe Memorandum Circular No. 163, dated March 5, 1968, as herein modified, quoted in full as follows:

“MEMORANDUM CIRCULAR NO. 163

“PROVIDING RULES TO GOVERN APPOINTMENT OF PERSONS WHO HAVE REACHED THE AGE OF 57 YEARS, REINSTATEMENT OF PERSONS WHO HAVE BEEN PREVIOUSLY RETIRED FROM THE SERVICE, AND RETENTION IN THE SERVICE OF PERSONS WHO HAVE REACHED THE COMPULSORY RETIREMENT AGE OF 65 YEARS.

“The following rules are hereby promulgated to govern appointment of persons who have reached the age of 57 years, reinstatement of persons who have been previously retired from the service, and retention in the service of persons who have reached the compulsory retirement age of 65 years.

“Effective immediately, authority for such appointment, reinstatement or retention shall not be granted, unless the following conditions concur, as certified to by the Chief of the agency concerned:

- a. the exigencies of the service so require;
- b. the officers or employees concerned possess special qualifications not possessed by other officers or employees in the agency where they are to be appointed, reinstated or retained; and
- c. the vacancy cannot be filled by promotion of qualified officers or employees in the agency concerned, or by transfer of qualified officers or employees from other government agencies, or there are no eligibles, in the appropriate register of the Civil Service Commission available for certification to the vacancy.

“Officials or employees who have reached the compulsory retirement age of 65 years shall not be retained in the service for a period exceeding two (2) years.

“Officers or employees recommended for retention in the service, as well as government pensioners or annuitants recommended for rehiring or reappointment to any government position, shall not be allowed to assume, or continue

in, office pending receipt of authority from this Office. Officers or employees responsible for violation of this order shall, in addition to administrative liabilities, be made to answer personally for the salary involved.”

For strict compliance.

By authority of the President:
(Sgd.) **JOKER P. ARROYO**
Executive Secretary

Manila, August 24, 1987

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1987). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 36

AUTHORIZING ATTENDANCE OF GOVERNMENT OFFICIALS AND EMPLOYEES IN THE EASTERN REGIONAL ORGANIZATION FOR PUBLIC ADMINISTRATION (EROPA) CONFERENCE ON "PUBLIC ADMINISTRATION IN A CHANGING NATIONAL AND INTERNATIONAL ENVIRONMENT" TO BE HELD IN MANILA ON NOVEMBER 23-28, 1987.

The Civil Service Commission and the University of the Philippines College of Public Administration will jointly host the Twelfth General Assembly/Conference of the Eastern Regional Organization for Public Administration (EROPA) in Manila on November 23-28, 1987, on the theme, "Public Administration in a Changing National and International Environment."

The conference will be attended by participants from countries in the Asia/Pacific regions and aims to promote in-depth discussion of the challenges that confront public administration today, both as a field of study and as a profession.

In view of the benefits that may be derived by our country from the Conference more particularly in terms of better public administration, the attendance of not more than 200 participants from government agencies or offices to be invited by the hosts, is hereby authorized on official time with reasonable expenses for transportation, per diems and conference fees, chargeable against the appropriations of their respective offices, subject to the availability of funds and the usual accounting and auditing requirements. Participants residing or stationed within Manila shall be entitled to conference fees only. Meals covered by the conference fee shall be deducted from per diems.

The participants shall submit to their respective agency heads a complete report on their attendance or participation in the conference. Likewise, the Civil Service Commission, co-host of the conference is requested to furnish this Office a., general report and evaluation of the conference including a list by offices of participants from the government.

(Sgd.) **CATALINO MACARAIG, JR.**
Deputy Executive Secretary

Manila, September 4, 1987

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1987). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

MALACAÑANG
MANILA

MEMORANDUM CIRCULAR NO. 37

**AUTHORIZING ATTENDANCE IN THE SECOND NATIONAL CONVENTION ON PRODUCTIVITY IN THE
PUBLIC SERVICE AND PROVIDING GUIDELINES THEREON**

Separate issuances established the Government Productivity; Improvement Program (GPIP) as a priority undertaking of the Government and declared October, 1987, as Government Productivity Improvement Month.

In line therewith, the Second National Convention on Productivity in the Public Service shall be held in Manila on October 14 and 15, 1987. The Convention shall seek to: (a) promote productivity improvement consciousness in the government, (b) assess ongoing productivity improvement efforts and identify new directions for subsequent ones, and (c) update the private sector on activities to improve quality in public service.

In view thereof, the attendance of representatives of national government agencies and corporations in the Second National Convention on Productivity on official time and at government expense is hereby authorized.

Participation shall be limited to not more than three (3) participants from each government office, agency or corporation. Agency delegates shall be division chiefs or higher officials who are actively involved in or can considerably influence productivity improvement and related activities in their respective offices.

A convention fee of not more than ₱200.00 per participant is hereby authorized, chargeable against the appropriations of the agencies concerned, subject to the usual accounting and auditing procedures. Participants stationed outside Metro Manila shall be entitled, in addition to the Convention fee, to traveling allowance provided for under the Joint MBM-COA General Circular No. 86-1.

Participants shall submit to their respective agency heads a report on their attendance/participation to the Convention within a week after the activity. The Department of Budget and Management in coordination with the Development Academy of the Philippines (DAP), shall immediately submit to the Office of the President a report on Convention proceedings and outputs.

Done in the City of Manila, this 30th day of September, in the year of Our Lord, nineteen hundred and eighty-seven.

(Sgd.) **CORAZON C. AQUINO**

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1987). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 38

ENJOINING STRICT COMPLIANCE BY ALL PUBLIC OFFICERS AND EMPLOYEES WITH THE PROVISION OF THE CONSTITUTION AGAINST ACCEPTING, WITHOUT THE CONSENT OF THE CONGRESS, ANY PRESENT, EMOLUMENT, OFFICE OR TITLE OF ANY KIND FROM ANY FOREIGN GOVERNMENT.

All public officers and employees are hereby enjoined to strictly comply with the provisions of Article IX, B, Section 8, of the Constitution, which states:

“No elective or appointive public officer or employee shall accept without the consent of the Congress, any present, emolument, office, or title of any kind from any foreign government.”

The prohibition applies to travel grants from a foreign government or an official organ thereof.

This Memorandum Circular shall take effect immediately.

DONE in the City of Manila, this 27th day of October, in the year of Our Lord, nineteen hundred and eighty-seven.

By authority of the President:
(Sgd.) **CATALINO MACARAIG, JR.**
Acting Executive Secretary

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1987). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 39
CREATING THE PRESIDENTIAL TASK FORCE ON WASTE MANAGEMENT

There is hereby created the Presidential Task Force on Waste Management with the following membership:

Coordinator		
Members	–	Presidential Management Staff
	–	Metro Manila Commission
	–	Department of Public Works and Highways
	–	National Economic and Development Authority
	–	Department of Environment & Natural Resources
	–	Development Bank of the Philippines
	–	Department of Health
	–	Department of Transportation & Communications
	–	City of Manila

The Heads of the aforementioned agencies shall immediately designate their representatives to the Task Force. The Task Force shall have these objectives:

1. To identify an effective collection and disposal system or technology that can be efficiently sustained on a long-term basis.
2. To review all relevant proposals, concept papers and such studies on waste management and, consequently, package a project proposal that establishes technical, economic and financial viability.
3. To identify the most appropriate agency that would assume the lead role in waste collection and disposal management and corresponding accountability; supporting and cooperating agencies, public and private; and, define their respective participation and responsibilities.
4. To provide alternative sources of livelihood for scavengers that can be efficiently sustained on a long-term basis.

The Task Force shall observe the following guidelines:

1. There is no new office created nor is additional budget outlay appropriated on account of the creation of this Task Force.
2. The Task Force Coordinator and Member-Agencies shall perform their respective activities as part of their normal and relevant functions without additional compensation for their designated representatives.
3. The Task Force shall submit its recommendations to the President not later than 60 days from the date hereof.

This Memorandum Circular shall take effect immediately.

Manila, November 2, 1987.

By authority of the President:
(Sgd.) **CATALINO MACARAIG, JR.**
Acting Executive Secretary

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1987). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

MALACAÑANG
MANILA

MEMORANDUM CIRCULAR NO. 39-A
AMENDING MEMORANDUM CIRCULAR NO. 39

There is hereby created two (2) technical committees separately known as the Technical Committee on Waste Management and the Technical Committee on Livelihood to assist the Presidential Task Force on Waste Management in the research, review and evaluation of an integrated plan for solid waste management and a viable alternative program for scavengers.

The respective compositions of the aforesaid technical committees are as follows:

I. Technical Committee on Waste Management

Chairman:	Eduardo G. Padero Acting Executive Director Environmental Sanitation Center Metro Manila Commission
Members:	Nonito F. Fano Chief Engineer Department of Public Works and Highways
	Librado F. Quitoriano Supervising Engineer National Economic and Development Authority
	Enrico B. Garcia Supervising Engineer Department of Transportation and Communications
	J. Salvador T. Passe, Jr. Officer-In-Charge Solid Waste Management Program Environmental Management Bureau
	Marissa David Officer-In-Charge Special Studies in Solid Waste Department of Environment and Natural Resources
	Prospero Mendoza Supervising Civil Engineer City of Manila
	Joel Valdes Senior Manager Development Bank of the Philippines
	Pablo R. Imperio Sanitary Engineer Department of Health
	Guillerma B. Reyes Supervising Presidential Staff Officer Presidential Management Staff

2. Technical Committee on Livelihood

Chairman:	Rita F. Roque Regional Director, NCR Department of Public Works and Highways
Members:	Rolando B. Atienza

	Head, Economic Services Unit Presidential Commission for Urban Poor
	Eufemia C. Mendoza Senior Manager Development Bank of the Philippines
	Pablo R. Imperio Sanitary Engineer Department of Health
	Rosita G. Leodones Manager, Livelihood Development Department National Housing Authority
	Vivencio de Andres Chief, Special Projects Division Department of Labor and Employment
	Maria Luisa C. Bayani Assistant to the Social Welfare Officer City of Manila
	Apolinar Larin Coordinator, Socio-Economic Projects Institute for the Protection of Children
	Emma Laforteza Executive Assistant Philippine Business for Social Progress
	Charito R. Elegir Assistant Director Presidential Management Staff
	Consuelo A. Regino Chief, Metro Manila Commission
	Loreto Cabanos National Economic and Development Authority

3. The aforesaid members of the technical committees are expected to work overtime and beyond their normal functions to meet the objectives of the Task Force as provided in Memorandum Circular No. 30 dated November 2, 1987.

4. In consideration of the above and subject to the availability of funds and the usual accounting and auditing rules and regulations, the aforementioned members of the technical committees and the secretariat to be tapped are hereby entitled to a reasonable honorarium chargeable to the savings of the Presidential Management Staff.

5. This Memorandum Circular shall take effect immediately.

By Authority of the President:
(Sgd.) **CATALINO MACARAIG, JR.**
Executive Secretary

Manila, January 19, 1988

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1988). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

MALACAÑANG
MANILA

MEMORANDUM CIRCULAR NO. 40

CREATING AN INTER-AGENCY COMMITTEE ON SUGAR TO COORDINATE PLANNING AND POLICY FORMULATION ON THE SUGAR INDUSTRY

WHEREAS, the sugar industry is confronted with serious problems on production, financing, marketing and capacity underutilization, among others;

WHEREAS, there are various government and private agencies involved in the sugar industry with different concerns and interests;

WHEREAS, there is a need to coordinate the various government and private agencies to be able to come up with comprehensive, cohesive and acceptable plans and policies on the sugar industry congruent with national goals;

NOW, THEREFORE, I, CORAZON C. AQUINO, President of the Republic of the Philippines, do hereby order the following:

SECTION 1. Creation of the Inter-Agency Committee on Sugar. – There is hereby created an Inter-Agency Committee on Sugar, hereafter referred to as the Committee.

SECTION 2. Composition. – With the Department of Agriculture through the Sugar Regulatory Administration as the lead agency, the Committee shall be composed of representatives from the following:

Sugar Regulatory Administration	–	Chairman
Department of Agriculture	–	Co-Chairman
Department of Trade and Industry	–	Member
Department of Science and Technology	–	Member
Asset Privatization Trust	–	Member
Philippine Sugar Association	–	Member
Philippine Sugar Corporation	–	Member
Philippine National Bank	–	Member
Confederation of Sugar Producers Association, Inc.	–	Member
National Federation of Sugarcane Planters, Inc.	–	Member
Two Representatives from the Sugar Workers	–	Members

SECTION 3. Duties and Responsibilities of the Committee. – The Committee shall perform the following duties and responsibilities:

1. To undertake a comprehensive study on the sugar industry, identify problem areas and to recommend policy measures on sugarcane production, sugar processing, marketing, research and development, by-product utilization, diversification, financing and socio-economic programs;

3. To monitor and assess implementation of various policies and programs recommended by the Committee.

The Committee shall submit to the President of the Republic of the Philippines, its initial report not later than the 31st day of December 1987.

SECTION 4. Effectivity. – This Memorandum Circular shall take effect immediately.

Manila, November 4, 1987.

(Sgd.) **CORAZON C. AQUINO**

By the President:
(Sgd.) **CATALINO MACARAIG, JR.**
Acting Executive Secretary

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1987). [Memorandum Circular Nos.: 1 - 156]. Manila: Malacañang Records Office.

MALACAÑANG
MANILA

MEMORANDUM CIRCULAR NO. 41
AUTHORIZING ATTENDANCE IN THE 19TH PHILIPPINE MANAGEMENT
CONGRESS ON NOVEMBER 19 – 20, 1987.

The Philippine Council of Management (PHILCOMAN) is sponsoring the 19th Philippine Management Congress, to be held on November 19 – 20, 1987 at the Manila Garden Hotel, on the theme: “CRITICAL FILIPINO VALUES FOR TODAY’S MANAGERS AND ENTREPRENEURS”.

In view of the timeliness of the Congress theme, relevance and significance of the Congress on the economic recovery, development program and moral regeneration efforts of the Government, heads of departments, bureaus and offices, including universities and colleges, government-owned and controlled corporations and local government units are hereby authorized to send not more than two (2) representatives each to the Congress on official time with reasonable expenses for transportation, per diems and Congress fee of ₱1,100.00 per participant, chargeable against the appropriations of their respective offices, in accordance with the provisions of P.D. No. 344 dated November 26, 1973, as implemented by COA General Circular No. 127, series of 1973, or such applicable laws, subject to the availability of funds and the usual accounting and auditing requirements.

Participants residing or stationed within Metro Manila shall be entitled to Congress fee only.

The participants shall submit to their respective office heads a report on their attendance or participation in the Congress within thirty (30) days thereafter. Likewise, within the same period, the PHILCOMAN shall submit to this Office a report and evaluation of the Congress, copy furnished the Department of Budget and Management, including a list of participants from the government sector indicating their respective offices.

By authority of the President:
(Sgd.) **CATALINO MACARAIG, JR.**
Acting Executive Secretary

Manila, November 11, 1987

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1987). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

MALACAÑANG
MANILA

MEMORANDUM CIRCULAR NO. 42
REQUIRING ALL CHAIRMEN, DIRECTORS AND HEADS OF COMPANIES AND CORPORATIONS
FORECLOSED OR TAKEN OVER BY THE GOVERNMENT TO TENDER THEIR RESIGNATION.

In line with the policy to expedite the privatization of non-performing assets and those that are not essential or necessary for the government to retain, all Chairmen, Directors and Heads of companies and corporations foreclosed or taken over by the government are hereby directed to submit immediately to the Office of the President their undated letters of resignation.

For the guidance of all concerned, the Committee on Privatization shall come out with a list of companies and corporations covered by this Circular.

This Memorandum Circular takes effect immediately.

(Sgd.) **CORAZON C. AQUINO**

Manila, November 16, 1987

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1987). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 42-A

SUPPLEMENTING MEMORANDUM CIRCULAR NO. 42 REQUIRING ALL CHAIRMEN, DIRECTORS AND HEADS OF COMPANIES AND CORPORATIONS FORECLOSED OR TAKEN OVER BY THE GOVERNMENT TO TENDER THEIR RESIGNATION.

For the information and guidance of all concerned, attached is the list of companies and corporations submitted by the Committee on Privatization pursuant to Memorandum Circular No. 42 dated November 16, 1987.

The resignation of the Chairmen, Directors and Heads of Companies mentioned in the said list may be forwarded to the Office of the President as soon as possible.

This Memorandum Circular takes effect immediately.

By authority of the President:
(Sgd.) **CATALINO MACARAIG, JR.**
Executive Secretary

December 10, 1987

Reference: List of Companies & Corporations covered by Memorandum Circular No. 42

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1987). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 43

AMENDING MEMORANDUM CIRCULAR NO. 40 DATED NOVEMBER 4, 1987 CREATING AN INTER-AGENCY COMMITTEE ON SUGAR TO COORDINATE PLANNING AND POLICY FORMULATION ON THE SUGAR INDUSTRY.

Memorandum Circular No. 40 dated November 4, 1987 creating an Inter-Agency Committee on Sugar to coordinate planning and policy formulation on the sugar industry is hereby amended to include the representative from the Department of Labor and Employment as Member of the said Committee.

This Memorandum Circular shall take effect immediately.

Manila, December 1, 1987.

By authority of the President:

(Sgd.) **CATALINO MACARAIG, JR.**
Executive Secretary

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1987). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 44

AUTHORIZING ATTENDANCE IN THE SYMPOSIUM-CONVENTION SPONSORED BY THE PHILIPPINE ASSOCIATION OF TECHNICAL ASSISTANCE PARTICIPANTS (PATAP)

The Philippine Association of Technical Assistance Participants (PATAP), the alumni, organization of beneficiaries of overseas scholarships, fellowships or training grants under various bilateral and multilateral technical assistance programs extended by foreign countries and international institutions to the Philippine Government, will hold a two-day symposium-convention on February 19 and 20, 1988 at the Philamlife Auditorium, U.N. Avenue, Manila, on the theme "Professionalism and Careerism in the Public Sector," with the Philippine-American Life Insurance Company as co-sponsor.

The symposium-convention aims to, among other things, provide the opportunity for members of the PATAP to reexamine and appreciate their vital role as career professionals in the public service. Additionally, the interface among members who have not met in a general assembly since 1978 should surface and firm up positive action steps that organizations should take in support of the Administration's major programs of government.

All government officials and employees who have been recipients of overseas fellowship, scholarship, study or training grants under various bilateral or multilateral training assistance programs extended by foreign countries and international institutions to the Philippine Government, particularly PATAP members, are authorized to attend the symposium-convention on official business with reasonable expenses for transportation, per diems and a convention fee of ₱500.00 per participant, chargeable against the appropriation of their respective offices, in accordance with the provisions of Presidential Decree No. 344 dated 26 November 1973 as implemented by COA General Circular No. 127, series of 1973, or such applicable laws, subject to the availability of funds and the usual accounting and auditing requirements.

It is understood that the participants residing or stationed within the Metropolitan Manila area shall be entitled only to reasonable expenses for transportation and convention fees.

The participants shall submit to their respective office heads a report of their attendance in the conference within thirty days after the conference. Likewise, the same period, the organizers shall submit to this Office a report and evaluation of the conference, copy furnished the Department of Budget and Management, including a list of participants and observers indicating their respective offices. The report shall include a financial statement of income and expenses duly audited by a Certified Public Accountant not connected with the organizers.

By authority of the President:
(Sgd.) **CATALINO MACARAIG, JR.**
Executive Secretary

Manila, December 7, 1987

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1987). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 45

CREATING AN EXECUTIVE COMMITTEE TO TAKE CHARGE OF THE PREPARATION AND ARRANGEMENT FOR THE HOLDING OF THE 21ST ANNUAL MEETING OF THE BOARD OF GOVERNORS, ASIAN DEVELOPMENT BANK, TO BE HELD IN MANILA FROM APRIL 28 TO 30, 1988.

There is hereby created an Executive Committee to assist in the preparation and arrangement for the holding of the 21st Annual Meeting of the Board of Governors, Asian Development Bank, which will be held in Manila from April 28 to 30, 1988, composed of the following:

Hon. ROBERTO V. REYES Acting Chairman, PCC-ADB	–	Chairman
Representative of the Secretary of Finance	–	Member
Representative of the Executive Secretary	–	Member
Representative of the Secretary of Foreign Affairs	–	Member
Representative of the Press Secretary	–	Member
Representative of the Secretary of Public Works & Highways	–	Member
Representative of the Secretary of Tourism	–	Member
Representative of the Chief, PC-INP	–	Member
Representative of the Commissioner of Customs	–	Member
Representative of the Commissioner of Immigration and Deportation	–	Member
Representative of the General Manager, Ninoy Aquino International Airport	–	Member
The Assistant Secretary Land Transportation Office	–	Member
Representative of the President Cultural Center of the Philippines	–	Member
Representative of the Commander, Constabulary Highway Patrol Group	–	Member
Representative of the Commander, Phil-Air Force Security Command	–	Member
Representative of the Presidential Protocol Officer	–	Member
Representative from the Presidential Security Group	–	Member

The Committee may call upon heads of departments, bureaus and other offices of the government, as well as private organizations associations, for such assistance as it may need for the accomplishment of its mission.

This Circular takes effect immediately.

By authority of the President:
(Sgd.) **CATALINO MACARAIG, JR.**
Executive Secretary

Manila, January 6, 1988

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1988). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

MALACAÑANG
MANILA

MEMORANDUM CIRCULAR NO. 46

INFORMING ALL GOVERNMENT OFFICES/AGENCIES/INSTRUMENTALITIES THAT MANTRUSTE INSURANCE CORPORATION IS AUTHORIZED TO BECOME A SURETY UPON OFFICIAL RECOGNIZANCES, STIPULATIONS, BONDS AND UNDERTAKINGS PURSUANT TO ADMINISTRATIVE ORDER NO. 217, DATED OCTOBER 1, 1953.

WHEREAS. Administrative Order No. 217, dated October 1, 1953, authorized the Philippine International Surety Co., Inc., to become a surety upon official recognizances, stipulations, bonds and undertakings;

WHEREAS, the Philippine International Surety Co., Inc., became the Mindanao Insurance Co., Inc., which change of corporate name was approved by the Securities and Exchange Commission on July 19, 1963;

WHEREAS, the Mindanao Insurance Co., Inc., became the Mantruste Insurance Corporation, which change of corporate name was approved by the Securities and Exchange Commission on March 25, 1986;

WHEREAS, the Mindanao Insurance Co., Inc., which was formerly the Philippine International Surety Co., Inc., was issued a certificate of authority by the Insurance Commission on March 24, 1986;

WHEREAS, the Mantruste Insurance Corporation, which was formerly the Mindanao Insurance Co., Inc., was issued a certificate of authority by the Insurance Commission on July 1, 1986;

WHEREAS, on September 14, 1987, the Secretary of Justice opined that: "there is no legal necessity for the reissuance of Administrative Order No. 217. It is settled that an authorized change in the name of a corporation does not dissolve the corporation nor affect the rights, privileges, or obligations previously acquired or incurred by it (Philippine First Insurance Co., Inc. vs. Hartigan, 34 SCRA 252m citing cases). For all legal intents and purposes. Administrative Order No. 217 is the valid and subsisting authorization for Mantruste Insurance Corporation, the successor corporation of Philippine International Surety Co., Inc. to become a surety upon official recognizances, stipulations, bonds and undertakings. The two authorized changes in name and ownership of the original corporation, Philippine International Surety Co., Inc. did not alter the legal personality and capacity of such corporation to become a surety under Administrative Order No. 217;" and

WHEREAS, it is nonetheless appropriate to inform officially all government offices/agencies/instrumentalities and others concerned of the foregoing changes of corporate name and the opinion of the Secretary of Justice on the legal personality and capacity of Mantruste Insurance Corporation to become a surety pursuant to Administrative Order No. 217.

Accordingly, all government offices/agencies/instrumentalities and all concerned are hereby informed that Mantruste Insurance Corporation is authorized to become a surety upon official recognizances, stipulations, bonds and undertakings pursuant to Administrative Order No. 217, dated October 1, 1953.

Manila, Philippines, January 4, 1988.

By authority of the President:
(Sgd.) **SAMILO N. BARLONGAY**
Acting Deputy Executive Secretary

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1988). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

MALACAÑANG
MANILA

MEMORANDUM CIRCULAR NO. 47

REQUIRING STRICT IMPLEMENTATION OF PRESIDENTIAL DECREE NO. 1866, AS AMENDED, AND
THE STRICT IMPLEMENTATION OF AND COMPLIANCE WITH THE RULES AND REGULATIONS
ISSUED PURSUANT THERETO

In view of the proliferation of loose firearms, which constitute threats to peace and order, I, CORAZON C. AQUINO, President of the Philippines, do hereby order the strict implementation of Presidential Decree No. 1866, “Codifying The Laws On Illegal/Unlawful Possession, Manufacture, Dealing In, Acquisition Or Disposition, of Firearms, Ammunition Or Explosives Or Instruments Used In The Manufacture of Firearms, Ammunition Or Explosives, and Imposing Stiffer Penalties For Certain Violations Thereof and For Relevant Purposes”, as amended, and the strict implementation of and compliance with the “Rules and Regulations Implementing Presidential Decree Number 1866 Dated 29 June 1983 Codifying The Laws On Illegal/Unlawful Possession, Manufacture Dealing In, Acquisition Or Disposition, of Firearms, Ammunition (Or) Explosives Or Instruments Used In the Manufacture of Firearms, Ammunition Or Explosives and Imposing Stiffer Penalties For Certain Violations Thereof and For Relevant Purposes.”

(Sgd.) **CORAZON C. AQUINO**

Manila, January 19, 1988

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1988). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 48
CREATING THE PRESIDENTIAL TASK FORCE ON TRAFFIC MANAGEMENT

There is hereby created the Presidential Task Force on Traffic Management with the following membership:

Coordinator Members		
	–	Presidential Management Staff
	–	Metro Manila Commission
	–	Department of Transportation & Communication
	–	Department of Public Works & Highways
	–	Department of Justice
	–	Development of Education, Culture & Sports
	–	Metropolitan Police Force
	–	National Police Commission
	–	Philippine Information Agency
	–	City of Manila
	–	Quezon City Government
	–	Municipal Government of Makati
	–	Four (4) Representatives from the Private Sector

The Heads of the aforementioned agencies shall immediately designate their representatives to the Task Force which shall have these objectives:

1. To review the current traffic situation in Metro Manila.
2. To identify problems affecting the achievement of an efficient and effective traffic management.
3. To formulate strategies, policies, measures, rules and regulations aimed at improving the traffic situation.
4. To develop an overall integrated traffic improvement program aimed at achieving safety, efficiency and economy, including the identification of agencies that would assume the lead roles in the various aspects of the program, supporting and cooperating agencies, manner of participation and responsibilities, schedule of activities, resource requirements, and other pertinent matters.

To ensure the efficient realization of the above objectives, pertinent Technical Committees will be created by the Task Force. The membership and terms of references of these Committees shall be determined by the Task Force.

In consideration of the efforts and time that the Task Force and Technical Committee members will render to said committees, which are expected to be over and above their normal functions, a reasonable honorarium chargeable to the unprogrammed funds of the Office of the President shall be provided to the Task Force and Committee members, subject to the availability of funds and the usual accounting and auditing rules and regulations of the Government.

The following guidelines shall be observed by the Task Force:

1. There is no new office created on account of the establishment of this Task Force.

2. The Task Force shall submit its recommendations to the President not later than 60 days from the date thereof.

This Memorandum Circular shall take effect immediately.

Manila, January 26th 1988.

By Authority of the President:
(Sgd.) **CATALINO MACARAIG, JR.**
Executive Secretary

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1988). [Memorandum Circular Nos.: 1 - 156]. Manila: Malacañang Records Office.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 49
AMENDING MEMORANDUM CIRCULAR NO. 45, DATED JANUARY 6, 1988.

Memorandum Circular No. 45, dated January 6, 1988, "Creating an Executive Committee to Take Charge of the Preparation and Arrangement for the Holding of the 21st Annual Meeting of the Board of Governors, Asian Development Bank, to be Held in Manila from April 28 to 30, 1988," is hereby amended so as to include therein the Chief, National Quarantine Office, as member.

By authority of the President:
(Sgd.) **CATALINO MACARAIG, JR.**
Executive Secretary

Manila, January 27, 1988

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1988). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 50
PROVIDING FOR THE CREATION OF AN EXECUTIVE COMMITTEE TO
ATTEND TO THE SUCCESSFUL OBSERVANCE OF “ARAW NG KAGITINGAN”

WHEREAS, April 9, every year, has been declared by law as “Araw ng Kagitingan,” to afford all Filipinos a recurring opportunity to appreciate the role our heroes played in the historical development of our country;

AND WHEREAS, there is a need to provide for appropriate activities to properly commemorate on that chosen day the sacrifices and valor of our honored dead;

IN VIEW HEREOF, an Executive Committee is hereby created to attend to the successful observance of “Araw ng Kagitingan,” composed of the following:

The Undersecretary for Civilian Relations Department of National Defense	–	Chairman
The Chief of Staff Armed Forces of the Philippines	–	Co-Chairman
The Undersecretary Department of Tourism	–	Member
The Undersecretary Department of Public Works and Highways	–	Member
The Administrator Philippine Veterans Affairs Office	–	Member
The Chairman National Historical Institute	–	Member
The President Veterans Federation of the Philippines	–	Member
The National Commander Defenders of Bataan and Corregidor	–	Member
The Director Philippine Information Agency	–	Member
The National Commander AFP National Reservists Association, Inc.	–	Member
The Officer-in-Charge Military Shrines Service, PVAO	–	Member

The Committee is hereby authorized to call upon any Department, Bureau, Office, Agency, or instrumentality of the Government for such assistance as it may need in the discharge of its duties and functions.

This Circular shall take effect immediately.

By authority of the President:
(Sgd.) **CATALINO MACARAIG, JR.**
Executive Secretary

Manila, February 24, 1988

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1988). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

MALACAÑANG
MANILA

MEMORANDUM CIRCULAR NO. 51

**PROVIDING FOR POLICY GUIDELINES ON THE REPRESENTATIONS OF CERTAIN SECTORS IN THE
LEGISLATIVE BODIES OF LOCAL GOVERNMENTS**

WHEREAS, Article X, Section 9 of the 1987 Constitution. provides: “Legislative bodies of local governments shall have sectoral representation as may be prescribed by law”;

WHEREAS, the Local Government Code provides for the manner of representation of certain sectors, viz.: the Katipunan ng mga barangay, Kabataang Barangay, Agricultural Labor and Industrial Labor in local legislative bodies, and the process of election or selection of such representatives;

WHEREAS, there is a need for policy guidelines on the present scope of sectoral representations in local legislative bodies and on the implementation of the provisions of the Local Government Code thereon;

IN VIEW OF THE FOREGOING, the policy guidelines on representation of certain sectors in the legislative bodies of local governments shall be as follows:

1. The sectoral representations in the legislative bodies of local governments shall be as provided for under the Local Government Code, Batas Pambansa Big. 337, viz.:

a. Barangays

Kabataang Barangay Chairman

b. Municipalities

President of the Katipunang Bayan

President of the Kabataang Barangay Municipal Federation

Agricultural Labor Sector Representative

Industrial Labor Sector Representative

c. Cities

President of the Katipunang Panlungsod ng mga Barangay

President of the Kabataang Barangay City Federation

Agricultural Labor Sector Representative

Industrial Labor Sector Representative

d. Province

Kabataang Barangay Provincial Federation President

President of the Katipunang Panlalawigan

2. The manner of election or selection of the aforesaid sectoral representatives in the legislative bodies of the local governments shall be governed by the provisions of the Local Government Code and its implementing rules and regulations.

3. The Secretary of Local Government is hereby authorized to issue the necessary rules and regulations in implementing this Memorandum Circular.

This Memorandum Circular shall take effect immediately.

Done in the City of Manila, this 7th day of March, in the year of Our Lord, nineteen hundred and eighty-eight.

(Sgd.) **CORAZON C. AQUINO**

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1988). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

MALACAÑANG
MANILA

MEMORANDUM CIRCULAR NO. 52

**PRESCRIBED UNIFORM RATES AND GUIDELINES IN THE GRANT OF REPRESENTATION,
TRANSPORTATION, CLOTHING AND QUARTERS ALLOWANCES, AS WELL AS OVERTIME PAY AND
HONORARIA IN LOCAL GOVERNMENTS**

In consideration of existing local conditions and the inherent nature of the official functions and responsibilities of local government officials, wherein many local government officials incur representation and transportation expenses in the performance of their official duties and functions which are not reimbursed from local funds in the absence of specific Presidential authority, it is deemed necessary to provide uniform rates, standards and guidelines for the grant of allowances and other benefits payable from local funds without need of further approval or prior authority from the Office of the President or other national Department.

To promote equity, therefore, while complying with the Constitutional mandate on standardization of compensation, the rules and regulations governing allowances, overtime pay and honoraria that may be granted by local governments are hereby prescribed:

SECTION 1. Representation and Transportation Allowances -The Sangguniang Panlalawigan, the Sangguniang Panlungsod, and the Sangguniang Bayan may authorize the following officials of provinces, cities and municipalities, respectively, to collect monthly commutable representation and transportation allowances, payable from the programmed appropriations provided for their respective offices at similar rates not exceeding the maximum rates prescribed below which shall apply to each type of allowance:

MAXIMUM MONTHLY REPRESENTATION OR TRANSPORTATION ALLOWANCES

<u>Local Officials</u>	<u>1st Class</u>	<u>2nd Class</u>	<u>3rd Class</u>	<u>4th Class</u>	<u>5th Class</u>	<u>6th Class</u>
<u>Provincial Officials</u>						
1. Provincial Governor	₱1120	₱1008	₱907	₱816	₱735	₱661
2. Provincial Vice-Governor, Provincial Treasurer, Provincial Assessor, Provincial Budget Officer, Provincial Engineer, Provincial Agriculturist, Provincial Planning and Development Coordinator	960	864	778	700	630	567
3. Provincial Secretary	₱300	₱720	₱643	₱583	₱525	₱472

City Officials

1. City Mayor	1120	1003	907	816	735	661
2. City Vice-Mayor, City Treasurer, City Engineer, City Budget Officer, City Planning and Development Coordinator	960	864	778	700	630	567
3. City Secretary	800	720	648	583	525	472

Municipal Officials

1. Municipal Mayor	800	720	648	583	525	472
2. Municipal Vice-Mayor, Municipal Treasurer, Municipal Assessor, Municipal Budget Officer, Municipal Planning and Development Coordinator	720	648	583	525	472	425
3. Municipal Secretary	640	576	518	467	420	378

City of Manila

1. City Mayor	1710	1539	1385	1247	1122	1010
2. City Vice-Mayor, Administrator, Budget Officer, Assessor, Treasurer, Engineer, Health Officer, Legal Officer, Planning and Development Coordinator, Civil Registrar, Veterinarian, Social Services and Development Officer and General Services Officer	1120	1008	907	816	735	661
3. City Secretary	960	364	778	700	630	567

Cities of Quezon, Pasay and Caloocan

1. City Mayor	1615	1454	1308	1177	1060	954
2. City Vice-Mayor, Administrator, Budget Officer, Assessor, Treasurer, Engineer, Health Officer, Legal Officer, Planning and Development Coordinator, Civil Registrar, Veterinarian, Social Services and Development Officer and General Services Officer	960	864	778	700	630	567
3. City Secretary	800	720	648	583	525	472

Municipalities (Metropolitan Manila)

1. Municipal Mayor	800	720	648	583	525	472
2. Municipal Vice-Mayor, Administrator, Treasurer, Assessor, Budget Officer, Planning and Development Coordinator and Engineer	720	648	583	525	472	425
3. Municipal Secretary	640	576	518	467	420	378

Other local officials not specifically enumerated above may also be entitled to commutable monthly representation and transportation allowances if so authorized by the Sanggunian concerned provided that the positions they are occupying are declared or certified by the Joint Commission on Local Government Personnel Administration or by law as equivalent in rank to a provincial, city or municipal chief of office or department head.

The transportation allowances herein authorized, however, shall not be granted to officials who are assigned a government vehicle or who use government motor transportation in the performance of their official duties and functions,

SECTION 2. Uniform/Clothing Allowance – The Sanggunian, with the approval of the local chief executive may, grant uniform clothing allowances to local government employees at rates not exceeding ₱300 each per annum,

SECTION 3. Housing or Quarters Allowance – Provincial Governors who have no residence in the provincial capital, may be allowed to collect monthly housing or quarters allowances inclusive of light and water consumption in amounts not exceeding 25% of their basic monthly salary; PROVIDED, however, that they are not furnished free quarters by the provincial government, or they are charged only a nominal rate in government-owned buildings used as dormitories or living quarters,

SECTION 4. Overtime Pay – Local Government employees from division chief and below may be allowed overtime services with pay either on meal allowances or hourly basis as directed by the office head concerned subject to the approval of the local chief executive; to the availability of funds; to all applicable laws, rules and regulations; and to pertinent auditing and accounting requirements. Overtime payment must be within the programmed expenditure of the office concerned.

SECTION 5. Honoraria – Local government officials and employees who are duly assigned by the local chief executive concerned to render service either on full-time or part-time basis to an inter-agency group implementing special projects may, at the discretion of the Joint Commission, be allowed to receive honoraria chargeable against project funds at such rates it shall fix Government officials and employees, whether national or local, who are hired as consultants and resource speakers by local governments because of their expertise in their fields of specialization may be allowed to receive honoraria at such rates authorized under existing laws, rules and regulations.

SECTION 6. Changes in Rates of Allowances – The Joint Commission shall automatically revise the rates of allowances herein prescribed in the event of any modification of the corresponding allowances granted to national government employees.

SECTION 7. Limitations – The Sanggunian concerned shall observe the following additional rules in appropriating funds for benefits herein granted:

1. No official, whether national or local, shall be allowed to collect from any local government unit any allowance higher than that granted to the local chief executive.
2. No official, whether national or local, shall be allowed to collect transportation and representation allowances from more than one local government unit.
3. Appropriation of funds for representation and transportation allowances may be allowed only when all statutory and contractual obligations of the local government unit concerned shall have been fully provided for in its current budget and that no fund or cash overdraft is existing or will be incurred as a result of the implementation thereof.
4. The grant by local governments of the allowances, overtime pay and honoraria herein authorized shall not require prior or further approval by the Office of the President or any national Department, Bureau or Office but, in all cases, these shall be subject to the availability of funds as certified by the local treasurer, the usual accounting and auditing requirements and other applicable laws, rules and regulations.

SECTION 8. Implementing Rules and Regulations – The Joint Commission shall issue the necessary rules and regulations to implement this Memorandum Circular except those provisions which are already covered by existing laws, rules and regulations.

SECTION 9. Repealing Clause – All circulars, rules and regulations, issuances or directives or part or parts thereof inconsistent with or contrary to the provisions of this Memorandum Circular are hereby revoked, repealed or amended accordingly.

SECTION 10. Effectivity – This Memorandum Circular shall take effect immediately.

(Sgd.) **CORAZON C. AQUINO**

Manila, March 7, 1988

By the President:

(Sgd.) **CATALINO MACARAIG, JR.**
Executive Secretary

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1988). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 53

**CREATING AN AD HOC COMMITTEE FOR THE NEGOTIATIONS ON THE VALUATION AND
COMPENSATION OF THE PRESENT ASIAN DEVELOPMENT BANK HEADQUARTERS AND ITS
ADDITIONAL FACILITIES.**

For the purpose of the negotiations on the valuation and compensation of the present Asian Development Bank Headquarters and its additional facilities, there is hereby created an Ad Hoc Committee, hereinafter referred to as the Committee, composed of the following:

Chairman :	Undersecretary Marcelo N. Fernando of the Department of Finance
Member :	a representative from the Department of Foreign Affairs to be designated by the Department Secretary
Member :	a representative from the Department of Budget and Management to be designated by the Department Secretary
Member :	a representative from the National Economic and Development Authority to be designated by the Secretary of Socio-Economic Planning
Member :	the Acting Chairman of the Philippine Coordinating Committee on the Asian Development Bank

The Committee shall meet periodically and discuss with the representative of the Asian Development Bank:

(a) the determination of the amount which the Government shall compensate the Asian Development Bank for permanently vacating and returning to the Government the Bank's present Headquarters and its additional facilities; and

(b) the mode of payment to be opted by the Government in making such compensation, consistent with the pertinent provisions of the "Agreement Between the Asian Development Bank and the Government of the Republic of the Philippines Regarding the Headquarters of the Asian Development Bank" dated December 22, 1966; "Supplementary Agreement to the Agreement Between the Asian Development Bank And The Government of the Republic of the Philippines Regarding The Headquarters of the Asian Development Bank" dated December 28, 1984; and the "Memorandum of Understanding Between the Government of the Republic of the Philippines and the Asian Development Bank Regarding the Headquarters of the Asian Development Bank" dated March 20, 1985.

The Committee shall submit its recommendations to the Office of the President for appropriate action.

This Memorandum Circular takes effect immediately.

By authority of the President:
(Sgd.) **CATALINO MACARAIG, JR.**
Executive Secretary

Manila, March 24 1988

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1988). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 54
PRESCRIBING GUIDELINES ON THE COMPUTATION OF CREDITABLE VACATION AND SICK LEAVES.

WHEREAS, Executive Order (EO) No. 1077, dated January 9, 1986, provides under Section 1 thereof that any officer or employee of the government who retires or voluntarily resigns or is separated from the service through no fault of his own and whose leave benefits are not covered by any special law, shall be entitled to the commutation of all the accumulated vacation and/or sick leave to his credit, exclusive of Saturdays, Sundays and holidays without limitation as to the number of days of vacation and sick leave that he may accumulate;

WHEREAS, Civil Service Commission (CSC) Memorandum Circular (MC) No. 4, series of 1986, prescribing guidelines on the implementation of EO No. 1077, provides that the "reckoning date for crediting accumulated leave in excess of 300 days shall start on October 12, 1981 [and that] leave credits in excess of 300 days before this date shall be deemed forfeited;" and

WHEREAS, on February 28, 1988, the CSC recommended the issuance by this Office of a memorandum circular specifying the coverage and applicability of EO No. 1077, particularly the reckoning date for accrediting accumulated leave in excess of three hundred (300) days, and interposed no objection if the reckoning date of October 12, 1981, as stated in CSC MC No. 4-, is modified or deleted.

Accordingly, and for the guidance of all concerned, the computation of leave credits shall be as follows:

Any officer/employee of the government who retires/ voluntarily resigns/is separated from the service through no fault of his/her own, and who is not otherwise covered by special law, shall be entitled to the commutation of all his/her leave credits exclusive of Saturdays/Sundays/holidays without limitation and regardless of the period when the credits were earned; provided that the leave privileges under EO No. 1077 as herein outlined may be availed of only by concerned officers/ employees in the service as of the effectivity thereof on January 9, 1986.

Strict compliance hereto is enjoined.

By authority of the President:
(Sgd.) **CATALINO MACARAIG, JR.**
Executive Secretary

Manila, March 24 1988

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1988). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 55

PRESCRIBING GUIDELINES ON THE ISSUANCE OF AUTHENTICATION BY THE AUTHENTICATION UNIT, LEGAL OFFICE, OFFICE OF THE PRESIDENT FOR USE IN FOREIGN COUNTRIES.

The following guidelines are hereby prescribed for the issuance by the Authentication Unit, Legal Office, (AULO) Office of the President, of certification to the genuineness of signatures on documents to be used in foreign countries.

1. The text of the AULO authentication shall read as follows:

“I, the undersigned authentication officer, Office of the President, do hereby certify that:

whose name appears signed to the attached certificate, was at the time of signing the said certificate, duly authorized by the laws of the Philippines to sign the same, and that full faith and credit are and ought to be given to his official acts; and I further certify that I am familiar with his handwriting and verily believe the signature and seal affixed to the said certificate are genuine.

“IN WITNESS WHEREOF, I have hereunto set my hand, at Manila, Philippines, this _____ day _____ of 19__.”

2. The AULO authentication attests to the genuineness of the signature appearing on the attached certification for the purpose of identifying a specific document and giving credence to the official acts of the notary public or certifying officer thereon for use, if and when required, as instrument of evidence in foreign countries.

3. The AULO certification does not per se authenticate the validity/ efficacy/enforceability of the basic document itself. However, the Authentication Officer, Office of the President, is a lawyer and, as such, is impressed with duties calling for carefulness and faithfulness whereby he must inform himself of the facts to which he intends to certify and avoid participation in illegal enterprises.

4. If the Authentication Officer, Office of the President, cannot issue a certification on the ground that the basic document involves an illegal enterprise, the matter shall, be formally elevated to the Assistant Executive Secretary for Legal Affairs for final decision.

5. The basic document must be properly certified (authenticated) before its submission to the AULO, Office of the President, as follows:

5.1 For Public Document:

5.1.1 Birth, death or marriage certificate shall first be certified by the authorized official of the National Statistic Office, Manila.

5.1.2 Diploma or other school records shall first be certified by the proper signing official of the Department of Education, Culture and Sports.

5.1.3 Certificate of Board Examination shall first be certified by the proper official of the Professional Regulations Commission.

5.1.4 Medical certificate from a private clinic must first be certified by the Department of Health. Certification regarding AIDS, if required by a foreign country, shall be valid only for 6 months.

5.1.5 Land Transportation Commission certificate shall first be certified by its proper signing official.

5.1.6 National Bureau of Investigation clearances shall first be certified by its proper signing official. The clearance expires after six (6) months and shall be renewed if need be.

5.1.7 Contract involving the Philippine Government or any of its office/agency/instrumentality shall be certified by the Department head or official concerned, acknowledged before a notary public and certified by the Clerk of Court of the city or municipality where either of the parties resides or where they transact business. The inter-agency approval of the basic document must be attached to the basic document.

5.1.8 Marriage certificate of Muslim residents shall be certified by the Administrator of the Manila Golden Mosque, Cultural Center, Quiapo, Manila.

5.1.9 If the document involves a private corporation and a government official in the Office of the President acting in his official capacity, certification from the Malacanang Records Office on such capacity shall be submitted. In the absence thereof, appropriate clearance from the Office of the Executive Secretary shall be secured. If such government official acted in his private capacity, he shall submit a written statement to that effect.

5.2 For Private Document:

5.2.1 Document executed by Filipino individuals in their private capacity shall be notarized and certified by the Clerk of Court of the city or municipality where the document was executed or where either of the parties resides.

5.2.2 Document executed by Filipinos abroad shall first be authenticated by the Philippine Embassy or Consulate where they reside or where the transaction took place.

5.2.3 Document executed between a Filipino and a foreign national shall comply with authentication requirements of both the laws of the Philippines and the laws of the country of the foreign party. The AULO, Office of the President, shall accord full credence to the authentication by the proper foreign embassy/consulate.

5.2.4 Contract executed by foreigners in the Philippines shall first be authenticated by the proper foreign Embassy or Consulate. Authentication by the AULO, Office of the President, is not needed for a basic document executed by foreigners in a foreign country.

5.2.5 If the document is executed by a private corporation or other private entity, the registration and license to operate as such from the Securities and Exchange Commission or the appropriate regulatory agency shall be presented for examination. If the document involves commerce or industry, or import and export of goods, the same shall be supported by appropriate authorization from the officials of the inter-agency concerned with the basic document.

5.2.6 If the document involves labor and employment, proper accreditation with the Philippine Overseas Employment Administration or Department of Labor shall first be secured.

5.2.7 If the document involves importation/exportation of arms or ammunitions clearance from the Department of National Defense and/or the Chief of Staff of the Armed Forces of the Philippines shall first be obtained.

6. Upon receipt of a matter submitted for certification, the AULO, Office of the President, shall observe/cause compliance with the following:

6.1 The basic document and supporting papers shall be examined for compliance with requirements. Documents emanating from a Philippine government agency must be made on the official stationery and bear the official seal of that agency.

6.2 The interested party shall be issued a Payment Order Slip indicating therein his/her name, number of documents to be certified, the amount to be paid therefor and the control number of each document.

6.3 The interested party shall pay an authentication fee of Ten (10) Pesos per document to the Cashier, and the Official Receipt therefor shall be attached to the basic document.

6.4 The documents shall be recorded in two transmittal lists, one for individual applicants and another for recruitment agencies, stating the number of documents, control number, O.R. number, name of the authentication officer, time of receipt of the document in the morning (red) or afternoon (blue).

6.5. The document shall be verified as to genuineness of signatures, documentary stamps and signing authority. Thereafter, the corresponding blue sheet (certification form) shall be attached to the document.

6.6 The blue sheet shall be filled-up with the name of the interested party, the O. R. number, the name of the verifier and the date of preparation. Thereafter, the blue sheet and the document subject matter thereof shall be given to the Recorder and then presented to the authentication officer. The Recorder shall record the control number, document number and blue sheet number. No documentary stamp shall be affixed to the blue sheet.

6.7 The blue sheets (certifications), as duly signed by the authentication officer, shall be released by the releasing officer in the sequential order of numbering to the duly authorized and identified interested parties.

7. A transmittal list of documents received and released for any given day shall be prepared and furnished by the AULO, Office of the President, to the Authentication Office, Office of Consular Services, Department of Foreign Affairs, containing the control number, number of applicant, O.R. number number of blue sheets (certifications), amount paid and the name of the authentication officer.

8. Any recruiting agency, medical clinic, business firm or similar party that regularly submits documents for authentication of the signatures thereon shall accredit themselves with the AULO, Office of the President. For this purpose, they shall among others submit the following:

8.1 Certified true copy of party's License to operate business from POEA, SEC. Mayor's Office, Bureau of Export Trade, DTI, etc.;

8.2 Certified True Copy of party's Business Name;

8.3 Letter of Authority for its representative and/or liaison officer;

8.4 Two pictures of party's authorized representative, one (2 x 2) and one (1 x 1);

8.5 Two (2) copies of covering transmittal letter from party listing the documents whereon appear the signatures to be authenticated; and

8.6 One (1) new thick folder.

9. The Guidelines issued by this Office on January 5, 1988, and all orders, rules and regulations in conflict or inconsistent with this Memorandum Circular are hereby repealed or modified accordingly.

10. This Memorandum Circular shall take effect immediately.

By authority of the President:
(Sgd.) **CATALINO MACARAIG, JR.**
Executive Secretary

Manila, March 30, 1988

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1988). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 56

AUTHORIZING ATTENDANCE IN THE SIXTH NATIONAL TRISECTORAL CONGRESS ON APRIL 4-7, 1988.

The National Social Action Council (NASAC) is sponsoring the Sixth National Trisectoral Congress (6NTC) to be held on April 4-7, 1988 at the Victory Hotel, Marcos Highway, Baguio City, with the theme: "DIRECTIVES FOR NATION BUILDING."

In view of the relevance and timeliness of the Congress to the development program and moral regeneration efforts of the government, heads of departments, bureaus and offices, including government-owned and controlled corporations and local government units are hereby authorized to send representatives to the Congress provided that a maximum of only two participants should be allowed from each agency and subject further to other provisions under Section 8 of Joint CSC-DBM Memorandum Circular No. 87-1. Per diems and Congress fee of ₱250.00 per participant are chargeable against the appropriations of their respective offices in accordance with the provisions of P.D. No. 344 as implemented by COA General Circular No. 127, series of 1973, subject to the availability of funds and the usual accounting and auditing requirements.

The participants shall submit to their respective office heads a report on their attendance or participation within thirty (30) days after the Congress. Likewise, within the same period, the NASAC, shall submit to this Office a report and evaluation of the Congress, copy furnished the Department of Budget and Management including a list of participants from the government sector indicating their respective offices.

By authority of the President:
(Sgd.) **CATALINO MACARAIG, JR.**
Executive Secretary

Manila, March 30, 1988

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1988). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 57

**PROCEDURE FOR THE COMPUTATION OF THE THIRTY PERCENT (30%) PER ANNUM CEILING IN
PRICE ESCALATION FOR GOVERNMENT INFRASTRUCTURE CONTRACTS.**

In view of the diverse interpretations on the computation of price escalation claims which contribute to the delay in processing price escalation claims submitted to this Office for approval and in order to accurately implement the intent of the Memorandum submitted by the then Prime Minister and approved by this Office on July 18, 1984, allowing a price escalation ceiling of thirty (30%) percent per annum, the following computation shall govern contract price escalation claims for infrastructure works accomplished since November 1, 1983.

The Allowable Escalation Rate (AER) shall be as follows:

AER	=	$(N1 \times 1\%) + (N2 \times 2.5\%)$
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Where:

AER	=	allowable escalation rate
N1	=	number of months from the date of bidding/date agreed upon in the contract (for negotiated contract) up to October 31, 1983.
N2	=	number of months from November 1, 1983 up to the period under consideration.

Illustration:

Date of Bidding	:	January 1, 1982
Period	:	Nov. 1-30, 1983
AER	=	$(22 \text{ months} \times 1\% \text{ per month})$
		$(1 \text{ month} \times 2.5\% \text{ per month})$
	=	24.5%

All escalations computed thru the parametric formula provided under Presidential Decree No. 1594 and its Implementing Rules and Regulations shall be compared to the corresponding AER and payment of those in excess of the AER shall not be allowed except with the prior approval of the President.

Heads of all departments, agencies and instrumentalities of the Government, including government-owned and/or controlled corporations shall take proper and necessary measures for the prompt and strict implementation of this Circular.

By authority of the President:
(Sgd.) **CATALINO MACARAIG, JR.**
Executive Secretary

Manila, April 20, 1988

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1988). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 58

REITERATING THE TRANSFER FROM THE OFFICE OF THE PRESIDENT TO THE CIVIL SERVICE COMMISSION OF THE AUTHORITY TO REINSTATE PERSONS WHO HAVE PREVIOUSLY RETIRED FROM THE SERVICE, TO APPOINT PERSONS WHO ARE 57 YEARS OLD AND ABOVE, AND TO EXTEND THE SERVICE OF THOSE WHO ARE ALREADY 65 YEARS OLD, EXCEPT PRESIDENTIAL APPOINTEES, UNDER LETTER OF IMPLEMENTATION NO. 47, DATED AUGUST 18, 1976.

WHEREAS, Letter of Implementation No. 47, dated August 18, 1976, transferred from the Office of the President to the Civil Service Commission the authority to reinstate persons who have previously retired from the service, to appoint persons who are 57 years old and above, and to extend the service of those who are already 65 years old, except Presidential appointees;

WHEREAS, Memorandum Circular No. 35, dated August 24, 1987, modified Memorandum Circular No. 163, dated March 5, 1968, and enjoined strict observance thereof, particularly on the hiring or reappointment of retired government pensioner or annuitant; and

WHEREAS, it is necessary to clarify that Memorandum Circular No. 35 was not intended to revoke Letter of Implementation No. 47;

Accordingly, this Office hereby reiterates the transfer from this Office to the Civil Service Commission of the authority to reinstate persons who have previously retired from the service, to appoint persons who are 57 years old and above, and to extend services of those who are already 65 years old, except Presidential appointees, under Letter of Implementation No. 47, dated August 18, 1976. In requesting authority from the Civil Service Commission, all government department/bureaus/ offices/instrumentalities are hereby enjoined to comply strictly with the rules prescribed under Memorandum Order No. 35, dated August 24, 1987, modifying and reiterating Memorandum Circular No. 163, dated March 5, 1968. The transfer of authority shall be without prejudice to the residual revisory authority of the President as Chief Executive of the Land.

By authority of the President:
(Sgd.) **CATALINO MACARAIG, JR.**
Executive Secretary

Manila, May 2, 1988

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1988). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 59

CREATING A COMMITTEE TO STUDY AND RESOLVE PROBLEMS IN IMPORTATION OF CARS AS WELL AS DETERMINE THE ADVISABILITY OF RECOMMENDING THE REPEAL OF BATAS PAMBANSA BLG. 73, AS AMENDED.

To come up with a uniform and acceptable policy on the importation and release of gasoline-powered cars, especially those exceeding the kerbweight and/or engine displacement limits prescribed under Batas Pambansa Blg. 73, as amended, including the documentation requirements attendant thereto, there is hereby created an Inter-Agency Committee to be composed of the representatives of the following government offices/agencies:

1. Office of the Assistant Executive Secretary of Legal Affairs Office of the President	—	Chairman
2. Central Bank of the Philippines	—	Member
3. Board of Investments	—	Member
4. Bureau of Customs	—	Member

The Committee shall have the following functions:

1. To review current laws, rules and other issuances on the importation and release of passenger cars as well as the documentation requirements thereof.
2. To identify problems attendant to such importation and release.
3. To formulate a uniform set of strategies, policies and measures to address these problems.
4. To determine the advisability of recommending the repeal or amendment of BP Blg. 73.

The Committee may call upon any government official or agency for assistance when the need arises.

The Committee shall submit to the Executive Secretary its report and recommendation as soon as practicable.

For better coordination, the agencies concerned shall submit the names of their respective representatives to the Office of the Deputy Executive Secretary.

By authority of the President:
(Sgd.) **CATALINO MACARAIG, JR.**
Executive Secretary

Manila, May 13, 1988

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1988). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 60

DIRECTING ALL OFFICIALS, EMPLOYEES AND PERSONNEL OF THE GOVERNMENT, CIVILIAN AND MILITARY, ASSIGNED TO THE AREAS PROPOSED TO BE PART OF THE AUTONOMOUS REGION IN MUSLIM MINDANAO, TO EXTEND PROPER COURTESY, SUPPORT, COOPERATION AND COORDINATION WITH THE REGIONAL CONSULTATIVE COMMISSION FOR MUSLIM MINDANAO AND ITS COMMISSIONERS

For the purpose of enabling the Regional Consultative Commission for Muslim Mindanao to discharge its functions under the Constitution and Republic Act No. 6649 effectively, it is hereby directed that all officials, employees and personnel of the Government, civilian and military, assigned to the areas proposed to be part of the Autonomous Region in Muslim Mindanao, extend proper courtesy, support, cooperation and coordination with the Regional Consultative Commission for Muslim Mindanao and its Commissioners.

By authority of the President:
(Sgd.) **CATALINO MACARAIG, JR.**
Executive Secretary

Manila, May 16, 1988

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1988). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 61

**AUTHORIZING ATTENDANCE AT THE FIRST SEMI-ANNUAL CONFERENCE OF THE ASSOCIATION UP
SPECIAL LIBRARIES OF THE PHILIPPINES**

The Association of Special Libraries of the Philippines (ASLP) will hold its first semi-annual conference on May 25 to 27, 1938. It will be in the form of a seminar-workshop on the CLASSIFICATION AND CATALOGING OF BOOKS AND EPHEMERAL MATERIALS.

The seminar-workshop is designed to address the concerns of librarians regarding the classification and cataloging of the library collection of special libraries. The course further intends to bridge some knowledge and skill gaps that deter librarians from effectively managing their respective collections, which prevent them from providing the information service that may be required of them by their respective offices.

All heads of departments, chiefs of bureaus and offices, including government-owned and controlled corporations are hereby authorized to send two (2) representatives each to this seminar-workshop whose work is directly involved in the management and/or operation of the library or information center; provided that participants from outside Metro Manila may be allowed per diems, transportation and travelling-expenses and seminar fee of ₱500.00 per participant; provided further, that those coming from the Metro Manila area shall be allowed transportation expenses and seminar fees only, chargeable- against the appropriations of their respective agencies.

The usual constraints on the availability of funds, and the accounting and auditing requirements shall be observed.

By authority of the President:
(Sgd.) **CATALINO MACARAIG, JR.**
Executive Secretary

Manila, May 20, 1988

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1988). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 62

CREATING AN AD-HOC PRESIDENTIAL SCREENING PANEL TO ASSIST IN THE SELECTION OF THE
MEMBERS OF THE CORDILLERA REGIONAL CONSULTATIVE COMMISSION.

There is hereby created an ad-hoc Presidential Screening Panel to assist the President in the selection of members to the Cordillera Regional Consultative Commission hereinafter referred to as the Cordillera Panel composed of the following:

Chairman	– Undersecretary of Finance Ramon K. Katigbak and CORD Assistant for Cordillera Administrative Region (CAR)
Vice-Chairman	– Director Rogelio L. Singson Office of the Cabinet Secretary
Members	– Acting Executive Director Ronald Cosalan Office of Northern Cultural Communities – Governor Andres Bugnosen Benguet Cordillera Executive Board – Director Fernando Bahatan Member, Cordillera Executive Board – Director Teresita Castillo Presidential Management Staff – Representative from the Senate – Representative from the Congressmen of the Cordillera

The Cordillera Panel is hereby authorized to call on any Department, Office or instrumentality of the government for such assist as it may need in the discharge of its duties and functions.

In consideration of the efforts and time of the Panel members which are expected to be over and above their normal functions, they are hereby authorized a reasonable honorarium chargeable against any funds which, upon request of the Office of the President, the Department of Budget and Management may release or make available subject to the availability of funds and the usual accounting and auditing rules and regulations.

The Cordillera Panel shall submit its recommendation to the President not later than 60 days from date thereof.

This Memorandum Order shall take effect immediately.

Manila, May 20 1988.

By authority of the President:
(Sgd.) **CATALINO MACARAIG, JR.**
Executive Secretary

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1988). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 63
CREATING THE CABINET ACTION COMMITTEE ON DECENTRALIZATION

There is hereby created the Cabinet Action Committee on Decentralization with the following membership:

Chairman:	Secretary of Budget and Management
Co-Chairman:	Secretary of Local Government
Vice-Chairman:	Cabinet Secretary
Members:	Secretary of Finance Secretary of Agriculture Secretary of Public Works and Highways Secretary of Education, Culture and Sports Secretary of Labor and Employment Secretary of Health Secretary of Transportation and Communications
Secretary:	Undersecretary of the Presidential Management Staff

The Presidential Management Staff shall serve as the Committee Secretariat.

The Committee shall have these objectives:

1. Formulation of guidelines and implementation of decentralization projects in Laguna, Tarlac, Negros Occidental and Davao del Sur in consultation with their respective Governors and Provincial Development Councils. The decentralization projects shall be formally launched not later than July 15, 1988.
2. Ensure that consultations shall be undertaken in formulating the plans for the decentralization projects, including but not limited to the following:
 - a) The relevant regional and provincial offices of the affected national line agencies;
 - b) The Governors; the Provincial Boards; and key officials of the provinces concerned; and
 - c) The Congressmen of the provinces concerned.
3. Recommend approval of the appropriate legal issuances to implement the plans for the decentralization projects proposed by the Provincial Development Councils, including but not limited to:
 - a) Presidential issuances;
 - b) Departmental Orders and Circulars;
 - c) Resolutions and ordinances by the Provincial Boards;

d) Orders and circulars from the Governors; and

e) Memoranda of Agreement; as appropriate.

4. Submit a report to the President on measures on administrative decentralization that can be adopted by the Executive Branch.

The Committee shall submit its plans for the decentralization projects not later than 60 days from the date hereof.

This Memorandum Circular shall take effect immediately.

Manila, May 30, 1988.

By authority of the President:
(Sgd.) **CATALINO MACARAIG, JR.**
Executive Secretary

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1988). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 63-A
MODIFYING MEMORANDUM CIRCULAR NO. 63 DATED MAY 30, 1988 CREATING
THE CABINET ACTION COMMITTEE ON DECENTRALIZATION.

Memorandum Circular No. 63 dated May 30, 1988, creating the Cabinet Action Committee on Decentralization is hereby modified to the extent that Davao del Sur, one of the provinces mentioned in Item 1 which refers to the formulation of guidelines and implementation of decentralization projects in said provinces is hereby changed to Davao del Norte.

This Memorandum Circular takes effect immediately.

Manila, June 20, 1988.

By authority of the President:
(Sgd.) **CATALINO MACARAIG, JR.**
Executive Secretary

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1988). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 64

Government officials and employees, who have been recipients of overseas fellowship, scholarship and study or training grants under the Colombo Plan Program, particularly the officers and members of the Colombo Plan Fellows Association of the Philippines (CPFAP), and who were authorized to attend the Second National Consultative Work-Conference sponsored by the CPFAP at the Philippine Normal College Library Auditorium, Taft Avenue, Manila, pursuant to Memorandum Order No. 176, dated May 27, 1988, are hereby advised that the work-conference has been rescheduled from May 29-31 to October 26-29, 1988.

By authority of the President:
(Sgd.) **CATALINO MACARAIG, JR.**
Executive Secretary

Manila, June 14, 1988

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1988). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 65

FURTHER AMENDING CIRCULAR NO. 163, DATED MARCH 5, 1968, AS AMENDED, PARTICULARLY AS REGARDS THE RETENTION IN THE SERVICE OF PERSONS WHO HAVE REACHED THE COMPULSORY RETIREMENT AGE OF 65 YEARS.

WHEREAS, this Office has been receiving requests for reinstatement and/or retention in the service of employees who have reached the compulsory retirement age of 65 years, despite the strict conditions provided for in Memorandum Circular No. 163, dated March 5, 1968, as amended.

WHEREAS, the President has recently adopted a policy to adhere more strictly to the law providing for compulsory retirement age of 65 years and, in extremely meritorious cases, to limit the service beyond the age of 65 years to six (6) months only.

WHEREFORE, the pertinent provision of Memorandum Circular No. 163 on the retention in the service of officials or employees who have reached the compulsory retirement age of 65 years, is hereby amended to read as follows:

“Officials or employees who have reached the compulsory retirement age of 65 years shall not be retained in the service, except for extremely meritorious reasons in which case the retention shall not exceed six (6) months.”

All heads of departments, bureaus, offices and instrumentalities of the government including government owned or controlled corporations, are hereby enjoined to require their respective offices to strictly comply with this circular.

This Circular shall take effect immediately.

By authority of the President:
(Sgd.) **CATALINO MACARAIG, JR.**
Executive Secretary

Manila, June 14, 1988

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1988). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 66

PROVIDING THAT ALL HEADS OF COMMISSIONS, BUREAUS, OFFICES AND OTHER AGENCIES UNDER THE LINE DEPARTMENTS TO COURSE THEIR COMMUNICATIONS TO THE PRESIDENT OF THE PHILIPPINES THROUGH THE DEPARTMENT HEADS, SUBJECT TO CERTAIN EXCEPTIONS

Unless there are urgent and compelling reasons that require the heads of commissions, bureaus, offices and other agencies under line departments communicate directly with the President, all communications, reports or correspondence from such officials shall be coursed through the respective department heads.

Strict compliance with this Circular is enjoined.

By authority of the President:
(Sgd.) **CATALINO MACARAIG, JR.**
Executive Secretary

Manila, June 14, 1988

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1988). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 67
CREATING THE INTER-AGENCY COORDINATING COMMITTEE FOR NATIONAL
PROGRAMS AND PROJECTS IN METRO MANILA

There is hereby created the Inter-Agency Coordinating Committee for National Programs and Projects in Metro Manila with the following membership:

Chairman	– Executive Secretary
Members	– Department of Justice
	– Department of Finance
	– Department of Agriculture
	– Department of National Defense
	– Department of Education, Culture & Sports Department of Public Works & Highways
	– Department of Labor & Employment
	– Department of Health Department of Trade & Industry
	– Department of Local Government
	– Department of Environment & Natural Resources Department of Transportation & Communication Department of Tourism
	– Department of Budget & Management
	– Department of Social Welfare & Development
	– National Economic & Development Authority Office of the Press Secretary
	– Cabinet Secretariat
	– Department of Science & Technology
	– Metro Manila Commission
	– Metropolitan Police Force
	– Housing & Urban Development Coordinating Council
	– National Police Commission Philippine Information Agency Population Commission
	– Presidential Commission on Urban Poor National Housing Authority

	– Development Bank of the Philippines National Power Corporation
	– Laguna Lake Development Authority Metropolitan Water & Sewerage System

The Heads of the aforementioned agencies shall immediately designate their representatives to the Committee with rank of at least Regional Director.

The Committee shall have the following functions:

1. To coordinate and monitor development programs and projects of national government agencies in Metro Manila.
2. To provide a forum for the deliberation and resolution of issues in the implementation of national programs and projects in Metro Manila.

The Committee may expand its terms of reference in order to achieve efficiency in the implementation and complementation of programs and projects in Metro Manila.

The Presidential Management Staff shall provide secretariat and technical staff support to the Committee.

The Committee shall meet as often as necessary but at least once a month.

This Memorandum Circular shall take effect immediately.

Manila, June 23, 1988.

By Authority of the President:
(Sgd.) **CATALINO MACARAIG, JR.**
Executive Secretary

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1988). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 68

**RATIONALIZING THE COLLECTION OF FOREIGN INFORMATION BY THE VARIOUS DEPARTMENTS,
BUREAUS AND AGENCIES OF THE GOVERNMENT**

1. This Memorandum Circular is issued to allow the Office of the President to evaluate, rationalize and make more cost efficient the collection and processing of basic and strategic information concerning foreign nations, international organizations and scientific, economic and technical data required for the formulation of national policies and programs.
2. In this connection, all Departments, Bureaus and Agencies of the Government, including those directly under the Office of the President, shall conduct an immediate accounting of all such activities undertaken by their respective offices, review the procedures, policies and cost-effectiveness of such activities and submit to the Office of the President through the National Intelligence Board their findings, comments and recommendations to make the effort more efficient.
3. The National Intelligence Coordinating Agency, hereinafter referred to as the NICA, through the National Intelligence Board, shall be the focal point for the direction, coordination and integration of government activities involving national intelligence, and the preparation of intelligence estimates of local and foreign situations for the formulation of national policies by the President. The NICA shall recommend to the President an appropriate delineation of collection tasks and responsibilities in close collaboration with the Departments, Bureaus and Agencies concerned based on their respective primary missions and functions and consistent with their respective mandates.
4. The National Intelligence Board, consistent with the second sentence of Number 3 above, shall recommend the broad guidelines and procedures that will govern collection tasks and responsibilities to ensure elimination of costly duplication of effort, maximize the utilization of personnel assigned abroad, and assure the efficient flow of processed information to the National Intelligence Board for integration of the information for the use of the Office of the President, the National Security Council and all other Departments, Bureaus and Agencies that may require the information for the purpose of policy formulation.
5. Consistent with the requirements of economy and efficiency, those Departments, Bureaus or Agencies whose functions and responsibilities require such foreign information but which at present have no capability or personnel to acquire such information may submit appropriate requests to acquire such information to the Office of the President through the National Intelligence Board. The National Intelligence Board shall determine whether or not the information can be obtained by some other Department, Bureau or Agency prior to recommending approval to the requesting Department, Bureau or Agency to engage in such a collection effort.
6. All Departments, Bureaus, and Agencies including the National Intelligence Coordinating Agency shall henceforth include such activities in their annual budget request. The number of personnel actually assigned abroad, their places of assignment and the annual cost of maintaining such a post broken down into pay and allowances and other operating expenses shall be clearly identified in their respective annual budget requests. The Department of Budget and Management shall, in close consultation with the Departments and Agencies concerned, make efforts to ensure that once approved the necessary funds are made available for the purpose.

By authority of the President:
(Sgd.) **CATALINO MACARAIG, JR.**
Executive Secretary

July 22, 1988

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1988). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 69

AUTHORIZING ATTENDANCE IN THE 20TH PHILIPPINE MANAGEMENT CONGRESS ON AUGUST 18-19, 1988.

The Philippine Council of Management (PHILCOMAN) is sponsoring the 20th Philippine Management Congress to be held on August 18-19, 1988 at the Manila Garden Hotel on the theme "Entrepreneuring-Intrapreneuring: Options for the 90's."

In view of the timeliness of the Congress theme and its relevance to the economic recovery program and the moral regeneration efforts of the government, heads of departments, bureaus and offices, including universities and colleges, government-owned and controlled corporations, and local government units are hereby authorized to send not more than two (2) representatives each to the Congress on official time with reasonable expenses for transportation, per diem and convention fee of ₱500.00 per participant chargeable against the appropriations of their respective offices. It is understood that the participants residing or stationed within the Metropolitan Manila area shall be entitled only to reasonable expenses for transportation and convention fee.

The participants shall submit to their respective office heads a report on their attendance or participation in the Congress within thirty (30) days thereafter. Likewise, within the same period, the PHILCOMAN shall submit to this Office a report and evaluation of the Congress, copy furnished the Department of Budget and Management and the Civil Service Commission, including a list of participants from the government sector indicating their respective offices.

By authority of the President:
(Sgd.) **CATALINO MACARAIG, JR.**
Executive Secretary

Manila, August 8, 1988

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1988). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 70

CLARIFYING THE PROVISIONS ON THE CLASSIFICATION AND REGISTRATION OF CONTRACTORS
UNDER THE AMENDED IMPLEMENTING RULES AND REGULATIONS (IRR) OF PRESIDENTIAL
DECREE NO. 1594

Pending the completion of the Guidelines/Criteria for Contractors Classification and Registration called for under Section IB 1.4 of the amended Implementing Rules and Regulations of Presidential Decree No. 1594, as approved by the President on 13 April 1988, the implementing agencies shall:

1. Adopt the present classification of contractors who have already been classified prior to the approval of the amended Implementing Rules and Regulations; and
2. Continue the classification and registration of the contractors who intend to participate in public biddings using the guidelines and criteria in the Implementing Rules and Regulations prior to the 13 April 1988 amendments thereto.

By authority of the President:
(Sgd.) **CATALINO MACARAIG, JR.**
Executive Secretary

Manila, August 9, 1988

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1988). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

MALACAÑANG
MANILA

MEMORANDUM CIRCULAR NO. 71
PRESCRIBING GUIDELINES FOR CONDUCTING THE FLAG CEREMONY

WHEREAS, the flag is a symbol of the Republic of the Philippines, an emblem of national sovereignty, of national unity and cohesion;

WHEREAS, the 1987 Constitution, under Section 1, Article XVI thereof, provides that the flag of the Philippines shall be red, white, and blue, with a sun and three stars, as consecrated and honored by the people and recognized by law; and

WHEREAS, the observance of the proper conduct during the flag ceremony reflects our reverence for the Philippine flag.

Accordingly, the following guidelines are hereby promulgated for conducting the flag ceremony in all government offices and institutions:

1. The observance of the flag ceremony shall be simple and dignified and shall include the playing or singing of the Philippine National Anthem;
2. During the flag-raising ceremony, the assembly shall stand in formation facing the flag. At command, everyone in the premises shall come to attention. Those with hats shall uncover. The assembly shall sing the Philippine National Anthem, accompanied by a band, if available, and at the first note, the flag shall be raised briskly. While the flag is being raised, all persons present shall stand at attention and execute a salute by placing their right palms over their left chests. Those in military, scouting and citizens military training uniforms shall give the salute prescribed by their regulations. The salute shall be completed upon the last note of the anthem;
3. During the flag-retreat, the flag should be lowered slowly so that the flag will be down the mast at the sound of the last note of the anthem. Those in the assembly shall observe the same deportment or shall execute the same salute as required of them in the flag raising ceremony;
4. The flag should be handled reverently in hoisting or lowering it and not allowed to touch the ground.

For strict compliance.

(Sgd.) **CORAZON C. AQUINO**

Manila, August 10, 1988

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1988). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 72
AUTHORIZING ATTENDANCE IN THE THIRD NATIONAL CONVENTION ON PRODUCTIVITY
IN THE PUBLIC SERVICE AND PROVIDING GUIDELINES THEREON.

In line with the objectives of Proclamation No. 305 dated August 10, 1988, declaring the month of October of every year as National Productivity Improvement Month, the Government Productivity Improvement Program (GPIP) will hold its Third National Convention on Productivity in the Public Service in Manila on October 6 and 7, 1988 for the purpose of (a) promoting productivity consciousness towards efficient and effective delivery of services to the public; (b) updating government officials and employees of the development and progress of the GPIP; (c) showcasing specific productivity improvement efforts in the government; and (d) providing a venue for interaction between the government and target private sector clientele for improvement in the delivery of frontline services.

In view thereof, the attendance of representatives of national government agencies and corporations in the Third National Convention on Productivity on official time and at government expense is hereby authorized.

Participation shall be limited to not more than three (3) participants from each government office, agency, or corporation. Agency delegates shall be division chiefs or higher officials who are actively involved as Productivity Improvement Committee (PIC) Officers or can considerably influence productivity improvement and related activities in their respective offices.

A convention fee of not more than ₱400.00 per participant is hereby authorized, chargeable against the appropriations of the agencies concerned, subject to the usual accounting and auditing procedures, to be paid not later than registration period. Participants stationed outside Metro Manila shall be entitled, in addition to the Convention Fee, to travelling allowance provided for under the Joint DBM-COA General Circular No. 86-1.

Participants shall submit to their respective agency heads a report on their attendance/participation to the Convention within a week after the activity. The GPIP Council shall immediately submit to the Office of the President a report on Convention proceedings and outputs.

DONE in the City of Manila, this 10th day of August, in the year of Our Lord, nineteen hundred and eighty-eight.

By authority of the President:
(Sgd.) **CATALINO MACARAIG, JR.**
Executive Secretary

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1988). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 73
CREATING A SPECIAL COMMITTEE ON RELOCATION OF SQUATTERS OCCUPYING
RECLAIMED LANDS AT MANILA BAY

The Public Estates Authority (PEA), Metro Manila Commission (MMC), National Housing Authority (NHA), Presidential Commission for the Urban Poor (PCUP), Council for Reclaimed Area Development (CRAD) and National Capital Region Defense Command (NCRDC) are hereby constituted as Special Committee with the PEA representative as Chairman and with the representatives of the following as members: MMC, NHA, PCUP, CRAD, and NCRDC. The Committee shall be responsible for the transfer of squatters from the Manila Bay reclaimed lands to appropriate relocation sites, and the undertaking of such activities as may be related thereto.

The funding for this undertaking shall be advanced and sourced from whatever funds are made available by the PEA Board of Directors in accordance with existing laws and regulations, and subject to such arrangements as may be mutually agreed upon between PEA and NHA for the partial or full recovery of PEA's advances.

All applicable provisions of the Memorandum of Agreement of February 10, 1988 among PCUP, PEA, NHA, HUDCC and DSWD shall be deemed incorporated in this Memorandum Circular. The MMC shall prepare the necessary issuances to ensure the support and assistance of the concerned local governments.

The Committee shall complete its task and submit a report to the Office of the President on or before December 31, 1988.

For compliance.

By authority of the President:
(Sgd.) **CATALINO MACARAIG, JR.**
Executive Secretary

Manila, September 2, 1988

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1988). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 74
AUTHORIZING ATTENDANCE IN THE QUARTERLY MEETINGS OF THE PHILIPPINE
ASSOCIATION OF TECHNICAL ASSISTANCE PARTICIPANTS, INC. (PATAP).

The Philippine Association of Technical Assistance, Inc. (PATAP), the alumni association of beneficiaries of overseas scholarships, fellowships and training study grant under various bilateral and-multilateral technical assistance programs extended by foreign countries and international institutions to the Philippine Government shall hold half-day, quarterly membership meetings and/or symposia on various issues of national concern.

All government officials and employees who are members of the Philippine Association of Technical Assistance Participants, Inc. (PATAP) are authorized to attend the half-day meetings/symposia that the Association shall hold on official time, provided that such meetings/symposia shall not exceed four (4) times a year.

In line with the recommendations of the Secretary of Budget and Management, participants shall be entitled to reasonable actual transportation fares consistent with the provisions of the Joint CSC-DBM Memorandum Circular No. 87-1; that attendance to the quarterly meetings/symposia shall be limited to CY 1988; and finally, that attendance to said meetings/symposia in the succeeding calendar years shall be subject to evaluation on a case to case basis.

By authority of the President:
(Sgd.) **CATALINO MACARAIG, JR.**
Executive Secretary

Manila, September 19, 1988

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1988). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 75

AUTHORIZING ATTENDANCE IN THE NATIONAL SECURITY AND PEACE AND ORDER
CONFERENCE-WORKSHOPS SPONSORED BY THE DEPARTMENT OF LOCAL GOVERNMENT AND
DEPARTMENT OF NATIONAL DEFENSE.

The Department of Local Government (DLG) and Department of National Defense (DND) are jointly sponsoring a series of Conference-Workshops on “National Security and Peace and Order” country-wide for key policy-makers at national level and implementors at regional level of government policies, plans and programs on security and public order.

These Conference-Workshops are expected to enhance a functional awareness of the national “total approach” strategy, as well as a knowledge of the infrastructures and systems available for the attainment of national goals with speed and efficiency.

In view of the relevance of the Workshops to the national goals and objectives, heads of departments, bureaus and offices, including government-owned and controlled corporations and local government units are hereby authorized to attend the Conference-Workshops on official business with reasonable expenses for transportation, billeting and per diems chargeable against the appropriation of their respective offices, in accordance with the provisions of Presidential Decree No. 344 dated 26 November 1973 as implemented by COA General Circular No. 127, series of 1973, or other applicable laws, subject to the availability of funds and usual accounting and auditing requirements.

It is understood that participants residing or stationed within the City of the Conference-Workshop venue shall be entitled only to reasonable expenses for transportation.

Participants shall, within a reasonable period, echo the Conference-Workshop to key personnel in their respective jurisdiction or area who are involved in national security and public order. Likewise, the organizers shall submit to this Office a report and evaluation of the Conference-Workshops, copy furnished the Department of Budget and Management, including a list of participants and observers indicating their respective offices.

By authority of the President:
(Sgd.) **CATALINO MACARAIG, JR.**
Executive Secretary

Manila, September 21, 1988

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1988). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 76

AMENDING MEMORANDUM CIRCULAR NO. 72, DATED AUGUST 10, 1988, ENTITLED "AUTHORIZING ATTENDANCE IN THE THIRD NATIONAL CONVENTION ON PRODUCTIVITY IN THE PUBLIC SERVICE AND PROVIDING GUIDELINES THEREON", BY CHANGING THE DATES OF THE CONVENTION.

Pursuant to Proclamation No. 305, dated August 10, 1988, Memorandum Circular No. 72 of the same date was issued authorizing attendance in the Third National Convention on Productivity in the Public Service and providing guidelines thereon, and October 6 and 7, 1988, were set as the dates of the Convention. Thereafter, the President issued Proclamation No. 330 dated September 23, 1988 changing the dates of the Convention to October 11 and 12, 1988, instead of October 6 and 7, 1988, due to the non-availability of the venue for the first scheduled dates.

In order to conform with the new dates of the convention as set forth in Proclamation No. 330 dated September 23, 1988, Memorandum Circular No. 72 is therefore hereby amended to the effect that instead of October 6 and 7, 1988, the dates for the holding of the Third National Convention on Productivity in the Public Service shall be October 11 and 12, 1988. All other provisions of said Memorandum Circular No. 72 not inconsistent with this Memorandum Circular are hereby reiterated.

DONE in the City of Manila, this 27th day of September, in the year of Our Lord, nineteen hundred and eighty-eight.

By authority of the President:
(Sgd.) **CATALINO MACARAIG, JR.**
Executive Secretary

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1988). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 77

DIRECTING ALL GOVERNMENT EXECUTIVE DEPARTMENTS, BUREAUS, OFFICES, AGENCIES AND INSTRUMENTALITIES, INCLUDING GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS, TO EXTEND FULL SUPPORT TO THE FIRST AVIATION AND AIRPORT SUPPORT '89 TO BE HELD ON FEBRUARY 15-19, 1989, AT THE VILLAMOR AIR BASE, METRO MANILA, PHILIPPINES.

WHEREAS, the First Aviation and Airport Support '89 (AAS '89) will be held on February 15-19, 1989, at the Villamor Air Base, Metro Manila, Philippines;

WHEREAS, AAS '89 would serve as a catalyst in opening up economic opportunities in aviation and related industries through joint venture arrangements for aircraft and parts manufacturing, establishment of services and maintenance centers, and other allied business projects;

WHEREAS, AAS '89 would enable our countrymen and our neighboring countries to view products, systems, facilities on aviation, airport and ground support, cargo handling, airline services, and other allied industries; and

WHEREAS, AAS '89 would enable us to show that our country could be an exhibition and congress destination through activities that both the government and the private sector jointly sponsor.

Accordingly, all executive departments, bureaus, offices, agencies and instrumentalities, including government-owned or controlled corporations, are hereby directed to extend full support to the First Aviation and Airport Support '89 to be held on February 15-19, 1989, at the Villamor Air Base, Metro Manila, Philippines.

By authority of the President:
(Sgd.) **CATALINO MACARAIG, JR.**
Executive Secretary

October 4, 1988

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1988). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 78
PROVIDING FOR THE AUTOMATIC SUSPENSION OF REGULAR OFFICE WORK IN GOVERNMENT
OFFICES WHEN TYPHOON SIGNAL NO. 3 IS RAISED

Whenever Typhoon Signal No. 3 is raised by the Philippine Atmospheric, Geophysical and Astronomical Services Administration (PAGASA), the regular office work in government offices located in the areas covered by the signal shall be automatically suspended. The heads of these offices shall, however, maintain a skeletal force that can immediately respond to calls on matters pertaining to the functions of their respective offices.

This Memorandum Circular shall not apply to government agencies and personnel involved in or performing functions related to peace and order, police, security, health, relief, fire, transportation and communication, food, public information and disaster operations.

This Memorandum Circular shall take effect immediately.

By authority of the President:
(Sgd.) **CATALINO MACARAIG, JR.**
Executive Secretary

Manila, October 10, 1988

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1988). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 79

CLARIFYING THE PROVISIONS OF SECTIONS 5 AND 7 OF EXECUTIVE ORDER NO. 164 VIS-A-VIS THE AMENDED IMPLEMENTING RULES AND REGULATIONS (IRR) OF P.D. 1594 ON THE AWARD OF CONTRACTS THROUGH NEGOTIATION AND PRIVATE SECTOR REPRESENTATION IN THE PRE-QUALIFICATION, BIDS AND AWARDS COMMITTEE (PBAC).

It is hereby clarified that with regard to the Award of Contracts Through Negotiations and private sector representation in the PBAC, the provisions of Section 5.c and 7.e, respectively, of Executive Order No. 164 which are as follows:

1. Section 5.c. – Negotiated Contracts

“Where the construction project covered by the contract is adjacent or contiguous to an ongoing project and it could be economically prosecuted by the same contractor, in which case, direct negotiation may be undertaken with the said contractor at the same unit prices and contract conditions, less mobilization costs, provided that he has no negative slippage and has demonstrated a satisfactory performance. Otherwise, the contract shall be awarded through public bidding.”

2. Section 7.e. – Private Sector Representative

A representative from at least one of the following organizations who shall be a non-voting member:

- a) Philippine Institute of Civil Engineers
- b) Philippine Constructors Association
- c) National Confederation of Contractors Association of the Philippines, Inc.
- d) Philippine Institute of Certified Public Accountants

shall govern over similar provisions in the Amended IRR of P.D. 1594.

Please be guided accordingly.

By authority of the President:
(Sgd.) **CATALINO MACARAIG, JR.**
Executive Secretary

Manila, October 12, 1988

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1988). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 80

AUTHORIZING ATTENDANCE OF GOVERNMENT INFORMATION OFFICERS AND/OR PUBLIC RELATIONS OFFICERS TO THE NATIONAL CONVENTION-SEMINAR SPONSORED BY THE PUBLIC RELATIONS ORGANIZATIONS OF THE PHILIPPINES, INC. (PROP) AND THE PHILIPPINE INFORMATION AGENCY (PIA).

The Public Relations Organization of the Philippines, Inc. (PROP) in collaboration with the Philippine Information Agency (PIA) will hold its national convention-seminar with a theme "COMMITMENT AND UNITY THROUGH INFORMATION" on November 10 to 11, 1988, at the AFP Tejeros Hall, Camp Aguinaldo, Quezon City.

The convention-seminar aims to update the present Information Officers/Public Relations Officers on the latest developments in the profession and the new demands in the field of information/public relations endeavor. The seminar seeks to strengthen the individual and collective desire to reach the greatest number of people through timely and accurate information.

All heads of departments, chiefs of bureaus and offices, including government-owned and controlled corporations are hereby authorized to send two (2) representatives to this convention-seminar whose work are directly involved in government information/public relations programs; provided, that participants from outside Metro Manila may be allowed per diems, transportation and travelling expenses and seminar fee of ₱200.00 per day per participant; provided further that those coming from Metro Manila area shall be allowed transportation expenses and seminar fees only, chargeable against the appropriation of their respective agencies.

The usual constraints on the availability of funds and the existing accounting and auditing rules and regulations shall be observed.

By authority of the President:
(Sgd.) **CATALINO MACARAIG, JR.**
Executive Secretary

Manila, October 12, 1988

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1988). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 81
AUTHORIZING LOCAL GOVERNMENT UNITS, SUBJECT TO CERTAIN
CONDITIONS, TO PURCHASE TRANSPORT EQUIPMENT

Governors and City and Municipal Mayors are hereby empowered to authorize the purchase of transport and heavy equipment for their respective provinces, cities and municipalities, provided that such purchases are to be paid from unencumbered local funds, subject to the following conditions:

A. For Service Vehicles for Local Government Officials:

1. For use of Provincial Governors and Mayors of Highly Urbanized Cities: Any four-wheel vehicle with four cylinders and with engine displacement of not more than 2000 cc, including such allowable options as factory-installed airconditioning, magnesium alloy rims, AM-FM radio stereo with tape player, radial tires and seat covers ;

2. For use of Vice Governors and Mayors of Component Cities and Municipalities:

Any four-wheel vehicle with four cylinders and engine displacement of not more than 1600 cc, including such allowable options as factory-installed airconditioning, magnesium alloy rims, AM-FM radio-stereo with tape player, radial tires and seat covers;

3. For use of Offices of Department Heads of Provincial Governments and Highly-Urbanized Cities: Any four-wheel vehicle with four cylinders and engine displacement of not more than 1400 cc; or any four-wheel vehicle with four cylinders, locally-fabricated chassis and body, and an engine displacement of not more than 1600 cc;

B. For Service Vehicles for General Urban use: Any four-wheel vehicle with not more than four cylinders and with an engine displacement of 1400 cc or less, including such allowable options as factory-installed airconditioning, AM-FM radio, radial tires and seat covers; or, any four-wheel vehicle with locally-fabricated chassis and body and with an engine displacement of not more than 1600 cc;

C. For Service Vehicles for Heavy Field use: Any four-wheel vehicle with not more than six cylinders and an engine displacement of not more than 2600 cc, including such allowable options as factory-installed airconditioning, AM-FM radio, radial tires and seat covers; and,

D. For Service Motorcycles: Any motorcycle with two-or four-stroke engine displacing 750 cc or less, including such allowable options as sidecar, windscreen and saddle bags.

It is understood that the price of the vehicle to be purchased shall not exceed that of the lowest-priced model available at the maximum given specifications.

It is further understood that the procurement shall be in accordance with established auditing and accounting rules and regulations.

This Memorandum Circular shall take effect immediately.

Done in the City of Manila, this 21st day of October, in the year of Our Lord, nineteen hundred and eighty-eight.

By authority of the President:
(Sgd.) **CATALINO MACARAIG, JR.**
Executive Secretary

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1988). [Memorandum Circular Nos.: 1 - 156]. Manila: Malacañang Records Office.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 82

CALLING ATTENTION TO THE GENERAL PROVISIONS OF THE ADMINISTRATIVE CODE OF 1987 AS
REGARDS THE STRENGTHENING OF REGIONAL OPERATIONS AND PROVIDING GUIDELINES
THEREFOR

The Administrative Code of 1987 provides, in its Section 27, Chapter 5, Book IV and Section 40, Chapter 8, Book IV, that:

SEC. 27. Duties of a Regional Director. – The Regional Director shall:

- (1) Implement laws, policies, rules and regulations within the responsibility of the agency;
- (2) Implement agency programs in the region;
- (3) Exercise the management functions of planning, organizing, directing and controlling;
- (4) Appoint personnel to positions in the first level and casual and seasonal employees; and exercise disciplinary actions over them in accordance with the Civil Service law;
- (5) Approve sick, vacation and maternity leaves of absence with or without pay, for a period not beyond one year;
- (6) Prepare and submit budget proposals for the region to the central office, administer the budget of the regional office, authorize disbursement of funds pursuant to approved financial and work programs, and administer the budget control machinery in the region;
- (7) Approve requisition for supplies, materials and equipment, as well as books and periodicals, and other times for the region, in accordance with the approved supply procurement program;
- (8) Negotiate and enter into contracts for services or furnishing supplies, materials and equipment to the regional office involving an amount not exceeding fifty thousand pesos (₱50,000.00) within a given quarter, provided that authority in excess of fifty thousand pesos (₱50,000.00) may be further authorized by the proper department or agency head;
- (9) Approve claims for benefits under existing laws;
- (10) Approve requests for overtime services;
- (11) Promote coordination among the regional offices, and between his regional office and local government units in the region;
- (12) Provide housekeeping services for the regional office;
- (13) Approve application of personnel for permission to teach, exercise a profession, or engage in business outside of office hours in accordance with standards and guidelines of the Civil Service Commission;
- (14) Issue travel vouchers authorizing employees to travel on official business within

the region for a period not exceeding thirty days;

- (15) Approve attendance of personnel in conferences, seminars, and non-degree training programs within the region;
- (16) Authorize the allocation of funds to provincial district offices; and
- (17) Perform such other duties and functions as may be provided by law or further delegated by the head of agency or other proper authorities concerned.

SEC. 40. Delegation of Authority. – The Secretary or the head of an agency shall have authority over and responsibility for its operation. He shall delegate such authority to the bureau and regional directors as may be necessary for them to implement plans and programs adequately. Delegated authority shall be to the extent necessary for economical, efficient and effective implementation of national and local programs in accordance with policies and standards developed by each department or agency with the participation of the regional directors. The delegation shall be in writing; shall indicate to which officer or class of officers or employees the delegation is made; and shall vest sufficient authority to enable the delegate to discharge his assigned responsibility.

Upon effectivity of the Code, strict compliance with these provisions is enjoined,' To ensure consistency in the exercise of delegated functions and prerogatives, the heads of departments and agencies are directed to issue standard manuals of operations to their respective regional offices. Such manuals shall be maintained and updated from time to time in keeping with developments at the home offices and in the field.

By authority of the President:
(Sgd.) **CATALINO MACARAIG, JR.**
Executive Secretary

Manila, October 24 1988

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1988). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 83

AMENDING MEMORANDUM CIRCULAR NO. 62 CREATING AN AD-HOC PRESIDENTIAL SCREENING
PANEL TO ASSIST IN THE SELECTION OF THE MEMBERS OF THE CORDILLERA REGIONAL
CONSULTATIVE COMMISSION.

Memorandum Circular No. 62 creating an ad-hoc Presidential Screening Panel to Assist in the Selection of the Members of the Cordillera Regional Consultative Commission, is hereby amended to include Atty. Myra Carmelita Cruz and Mr. Clemente Cancio as Members of the said Committee.

This Memorandum Circular takes effect as of May 20, 1988.

By authority of the President:
(Sgd.) **CATALINO MACARAIG, JR.**
Executive Secretary

Manila, October 17, 1988

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1988). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 84

COMMENDING THE NATIONAL POWER CORPORATION FOR ITS 52ND ANNIVERSARY MESSAGE
AND RECOMMENDING THE APPROACH TO OTHER AGENCIES OF GOVERNMENT.

For its straightforward, clear and graphic presentation of a difficult and complicated subject in its 52nd Anniversary Message that appeared in our dailies on November 3, 1988, the National Power Corporation is hereby commended.

A copy of the Message is attached as Annex "A".

The same is recommended as a model for other agencies of Government to follow in preparing their messages.

By authority of the President:
(Sgd.) **CATALINO MACARAIG, JR.**
Executive Secretary

Manila, November 3, 1988

Reference: Annex A

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1988). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 85
CLARIFYING THE EFFECTIVITY DATE OF THE FAMILY CODE OF THE PHILIPPINES

Article 257 of Executive Order No. 209, series of 1987, otherwise known as “The Family Code of the Philippines”, provides that the Code shall take effect one (1) year after the completion of its publication in a newspaper of general circulation, as certified by the Executive Secretary, Office of the President.

Records of this Office show that publication of “The Family Code of the Philippines” in the Manila Chronicle, a newspaper of general circulation, was completed on August 4, 1987. Accordingly, “The Family Code of the Philippines” should have taken effect as of August 3, 1988 (People vs. Ramos, No.L-25265, May 9, 1978), instead of on August 5, 1988, as was inadvertently declared in a Certification dated October 7, 1988.

For the guidance of all concerned, it is hereby clarified and certified that the publication of “The Family Code of the Philippines” in a newspaper of general circulation was completed on August 4, 1987, and the Code became effective on August 3, 1988.

This Circular modifies the Certification issued on October 7, 1988, insofar as the effective date of “The Family Code of the Philippines” is concerned.

By authority of the President:
(Sgd.) **CATALINO MACARAIG, JR.**
Executive Secretary

Manila, November 7, 1988

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1988). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 86
AUTHORIZING ATTENDANCE IN THE UP LAW CENTER SEMINAR FOR
GOVERNMENT LEGAL OFFICERS.

THE UP Law Center is conducting a three-day Seminar which aims to help the government legal officers assess the effects of the great number of new laws and jurisprudence and the recent developments on the scope and performance of their duties and responsibilities. The seminar will be held at the UP Law Center, Bocobo Hall, Diliman, Quezon City, on November 24-26, 1988.

In view of the relevance and importance of said seminar, Heads of departments, bureaus and offices, government-owned and controlled corporations and local government units, including state universities and colleges, are hereby authorized to send their legal officers to the seminar. Per diems and seminar fee of ₱300.00 per participant are chargeable against the appropriations of their respective offices in accordance with the provisions of PD No. 344, dated November 26, 1973, as implemented by COA General Circular No. 127, series of 1973, or such applicable laws, subject to the availability of funds and the usual accounting and auditing rules and regulations.

The participants shall submit to their respective office heads a report on their attendance or participation within thirty (30) days after the seminar. Likewise, within the same period, the UP Law Center shall submit to the CSC and this office a report and evaluation of the seminar, copy furnished the Department of Budget and Management including a list of participants indicating their respective offices.

By authority of the President:
(Sgd.) **CATALINO MACARAIG, JR.**
Executive Secretary

10 November 1988

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1988). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 86-8

MEMORANDUM CIRCULAR ON THE "EXTENT OF AUTHORITY OF OFFICERS-IN-CHARGE OF PROVINCES, CITIES AND MUNICIPALITIES AND FOR OTHER PURPOSES," MINISTRY OF LOCAL GOVERNMENT, MAY 2, 1986

TO : ALL OFFICERS-IN-CHARGE AND OTHERS CONCERNED

SUBJECT : EXTENT OF AUTHORITY OF OFFICERS-IN-CHARGE OF PROVINCES, CITIES AND MUNICIPALITIES AND FOR OTHER PURPOSES

Invoking the provisions of Article III, Section 2, of the Provisional Constitution promulgated under Proclamation No. 3, dated March 25, 1986, by the President of the Philippines, the Resolution of the Supreme Court en banc in the cases of Topacio vs. Pimentel (G.R. 73770), Velasco vs. Pimentel (G.R. 73811), the Governors of the Philippines (G.R. 73823), the Municipal Mayors' League of the Philippines vs. Pimentel (G.R. 73940), and the Solis vs. Pimentel, et. Al. (G.R. 73790) resolved that the power of the Minister of Local Government, being an alter ego of the President of the Philippines, includes the power to appoint or designate Officers-In-Charge.

The same Resolution of the Supreme Court of the Philippines further contemplates that an Office-In-Charge is a "specie of successor" and upon his designation or appointment and qualification to the position shall be entitled to assume the office of the incumbent in the likeness or appearance of a successor. Therefore, Officers-In-Charge duly appointed or designated as such by the Minister of Local Government are empowered and may exercise all the duties and powers as provided for in Section 141 for municipal mayors, Section 171 for city mayors and Section 203 for Provincial governors, all of the Local Government Code, including those provided under existing applicable laws.

Further, the Officers-In-Charge are enjoined to observe the following guidelines in exercising their authority:

1. Without prior clearance from the Minister:
 - a. Termination of the services of casual, contractual and temporary employees – This includes termination of employees whose positions are deemed co-terminus with the term of office of the appointing authority, such as private secretary, civil security officer, and other personal staff of the local chief executive;
 - b. Extension of renewal appointments of temporary employees if public interest so demands;
 - c. Filing of vacant teaching and health-related positions fully paid out of local funds provided said positions are in the approved local Position Classification and Pay Plans; and
 - d. Abolition of unnecessary vacant positions with the approval of the Sanggunian.
2. With prior clearance from the Ministry:
 - a. Local government reorganizations;
 - b. Filing-up of vacant positions; and
 - c. Incurrence of new capital outlay expenditures or entering into new negotiated contracts.
3. All Officers-In-Charge are further directed to refrain from :
 - a. Indiscriminate removal of permanent employees without due process of law;
 - b. Detail of personnel to other offices without their consent; in case there is consent, such detail shall not exceed six months;

- c. Reduction and/or withholding of salaries of employees in violation of existing laws, rules and regulations or demotion of employees without just cause;
- d. Abolition of mandatory offices and positions with actual incumbents; and
- e. Extending appointments to members to the Sanggunian of the municipalities, cities and provinces.

Local officials and employees separated from the service including those who opted for retirement are entitled to such benefits as provided for under existing laws. Payments of such retirement and separation benefits shall take precedence over all other obligations of the local government concerned except those statutory and contractual obligations.

Existing circular and policies governing local salary administration should be strictly observed by all concerned.

Guidelines and policies with respect to local budgeting and local treasury administration are those issued by the Office of Budget and Management and Ministry of Finance, respectively.

Careful study and analysis of the adverse implications of resorting to any of the above prohibitions should be part of the continuing review process of all Officers-In-Charge once they have assumed the administration of the local governments under their jurisdictions.

All concerned are hereby enjoined to comply strictly with this Memorandum Circular.

AQUILINO Q. PIMENTEL, JR.
Minister

Source: Ninoy Aquino Library and Learning Resources Center – Polytechnic University of the Philippines, Manila

Javate-de Dios, A., Daroy, P., & Kalaw-Tirol, L. (Eds.). (1988). *Dictatorship and revolution: roots of people's power* (1st ed.). Manila: Conspectus Foundation Incorporated.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 87
CREATING A TASK FORCE ON THE INTER-ISLAND SHIPPING INDUSTRY

There is hereby created a Task Force on the Inter-Island Shipping Industry composed of the following:

Department of Transportation and Communications	Chairman
Department of Agriculture	
Department of Trade and Industry	
National Economic and Development Authority	
Presidential Management Staff	
Philippine Coast Guard	
Maritime Industry Authority	
Philippine Ports Authority	
One (1) private sector representative	Members

The heads of the aforementioned agencies shall immediately designate their representatives to the Task Force. The private sector representative shall be appointed by the Executive Secretary.

The Task Force shall formulate short-term measures and medium-term plans for the improvement of the inter-island shipping industry and to recommend appropriate measures thereto.

The Task Force shall submit its recommendations to the President not later than sixty (60) days from date hereof.

It shall be understood, however, that no new office is being created under this Memorandum Circular.

The Task Force may call upon the assistance of any other agency or instrumentality of the government to carry out its tasks.

This Memorandum Circular shall take effect immediately.

By authority of the President:
(Sgd.) **CATALINO MACARAIG, JR.**
Executive Secretary

Manila, November 22, 1988

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1988). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 88

AUTHORIZING ATTENDANCE IN THE SYMPOSIUM-CONVENTION SPONSORED BY THE PHILIPPINE ASSOCIATION OF TECHNICAL ASSISTANCE PARTICIPANTS (PATAP).

The Philippine Association of Technical Assistance Participants (PATAP), the alumni organization of beneficiaries of overseas scholarships, fellowships or training grants under various bilateral and multilateral technical assistance programs extended by foreign countries and international institutions to the Philippine Government, will hold a two-day symposium-convention on February 10 and 11, 1989 in Metropolitan Manila on the theme "Reform and Renewal in the Government Service."

The symposium-convention aims to, among other things, provide the opportunity for members of the PATAP to reexamine and appreciate their vital role as active participants in the Administration's current campaign for reform and renewal in the government service. The interaction and sharing of expertise among them is expected to produce positive steps that organizations should take in support of the government's above-mentioned project.

All government officials and employees who are PATAP members or who qualify under the above description are hereby authorized to attend the symposium-convention on official business with reasonable expenses for transportation, per diems and a convention fee of ₱500.00 per participant, chargeable against the appropriation of their respective offices, in accordance with the provisions of applicable laws, subject to the availability of funds and the usual accounting and auditing requirements.

It is understood that the participants residing or stationed within the Metropolitan Manila area shall be entitled only to reasonable expenses for transportation and convention fees.

The participants shall submit to their respective office heads a report of their attendance in the conference within thirty days after the conference. Likewise, within the same period, the organizers shall submit to this Office a report and evaluation of the conference, copy furnished the Department of Budget and Management, including a list of participants indicating their respective offices. The report shall include a financial statement of income and expenses duly audited by a Certified Public Accountant not connected with the organizers.

By authority of the President:
(Sgd.) **CATALINO MACARAIG, JR.**
Executive Secretary

Manila, December 9, 1988

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1988). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 89
PROVIDING FOR THE PROCEDURE FOR THE DETERMINATION OF INTERNATIONAL AGREEMENTS
AS EXECUTIVE AGREEMENTS.

Article VII, Section 21, of the Constitution states:

“No treaty or international agreement shall be valid and effective unless concurred in by at least two-thirds of all the Members of the Senate.”

It is an accepted principle recognized in Philippine jurisprudence that international agreements which have the nature of an executive agreement do not require the concurrence of the Senate to be valid and effective. Questions, however, may arise in the Executive branch of the government as what international agreements entered into by the President are executive agreements.

In the event of any serious question as to whether an international agreement is a treaty which should be submitted to the Senate for concurrence, or an executive agreement which does not require such concurrence, the matter should be brought to the attention of the Secretary of the Department of Foreign Affairs by a memorandum of the official responsible for the negotiation of said agreement. The said memorandum shall be referred to the Legal Adviser of the said Department and the Assistant Secretary in charge of the liaison between the Department of Foreign Affairs and the Senate, for their comment.

Whenever circumstances permit, consultation shall be made with the leadership and members of the Senate.

The Secretary of the Department of Foreign Affairs shall forthwith make the proper recommendation to the President.

By authority of the President:
(Sgd.) **CATALINO MACARAIG, JR.**
Executive Secretary

Manila, December 19, 1988

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1988). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 90

AMENDING MEMORANDUM CIRCULAR NO. 987 DATED JUNE 10, 1977, REQUIRING PARTICIPANTS
IN SEMINARS, WORKSHOPS, CONVENTIONS, CONFERENCES TO SUBMIT REPORTS ON THEIR
PARTICIPATION.

Memorandum Circular No. 987, requiring any government official or employee, who has been authorized, at least on official time, to attend or participate in seminars, workshops, conventions, conferences, to submit within thirty (30) days after the termination thereof, a complete report to his agency head on his attendance or participation, is amended to the effect that the last sentence of the third paragraph which reads as follows: "Two copies of the report shall be furnished the Office of the President" is hereby deleted.

This Circular shall take effect immediately.

(Sgd.) **CATALINO MACARAIG, JR.**
Executive Secretary

Manila, January 3, 1989

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1989). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 91

AUTHORIZING ATTENDANCE AT THE SECOND ASEAN SCIENCE AND TECHNOLOGY WEEK ON 30
JANUARY – 04 FEBRUARY 1989.

The Philippines, through the Department of Science and Technology, is hosting the Second ASEAN Science and Technology Week at the Westin Philippine Plaza on 30 January – 04 February 1989 on the theme “New and Emerging Technologies in ASEAN.”

In view of the Philippine commitment, as member of the Association of Southeast Asian Nations (ASEAN), to the ASEAN Committee on Science and Technology and considering the crucial role that science and technology play in economic progress, heads of departments, bureaus and offices, including state universities and colleges, government-owned and controlled corporations, and local government units are hereby authorized to send at least two (2) representatives each to the SASTW on official time with reasonable expenses for transportation, per diem and registration fee of ₱150.00 per participant chargeable against the appropriations of their respective offices. It is understood that the participants residing or stationed within the Metropolitan Manila area shall be entitled only to reasonable expenses for transportation and registration fee.

The participants shall submit to their respective office heads a report on their attendance or participation in the SASTW within thirty (30) days hereafter.

By authority of the President
(Sgd.) **CATALINO MACARAIG, JR.**
Executive Secretary

Manila, January 13, 1989

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1989). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 92

ENJOINING ALL DEPARTMENTS, BUREAUS, OFFICES AND AGENCIES OF THE GOVERNMENT, INCLUDING GOVERNMENT OWNED OR CONTROLLED CORPORATIONS, TO STRICTLY OBSERVE THE GUIDELINES (SEC. 17 of E. O. 129, as amended) ON THE GRANT OF REPRESENTATION EXPENSES.

It has been observed that in many instances, requests for the grant of representation expenses to government personnel authorized to travel abroad on official business, are being submitted to this Office for confirmation after the trip has been accomplished.

Such procedure is contrary to Sec. 17 of E.O. 129, as amended, which provides that representation expenses may be allowed if absolutely necessary and only upon previous authority of the President.

For the foregoing, all heads of departments, bureaus, offices and agencies of the government, including government owned or controlled corporations, are hereby enjoined to strictly follow the said guidelines on the grant of representation expenses.

(Sgd.) **CATALINO MACARAIG, JR.**
Executive Secretary

Manila, January 19, 1989

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1989). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 93
GRANTING ADDITIONAL FUNCTIONS TO THE INTER-AGENCY COORDINATING COMMITTEE FOR
NATIONAL PROGRAMS AND PROJECTS IN METRO MANILA

Consistent with the provisions of Memorandum Circular 88, the Inter—Agency Coordinating Committee for National Programs and Projects in Metro Manila is hereby authorized to review the National Capital Region budget proposals of the Committee's member agencies.

The Department of Budget and Management and Presidential Management Staff shall jointly provide technical assistance and over-all direction in the review and endorsement of the National Capital Region budget proposals of the Committee member agencies in accordance with the guidelines issued by the Development Budget Coordination Committee of the National Economic Development Authority Board.

This Memorandum Circular shall take effect immediately.

By authority of the President:
(Sgd.) **CATALINO MACARAIG, JR.**
Executive Secretary

Manila, January 27, 1989

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1989). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

MALACAÑANG
MANILA

MEMORANDUM CIRCULAR NO. 94

**URGING ALL GOVERNMENT OFFICIALS AND EMPLOYEES TO FILE THEIR ANNUAL INCOME TAX
RETURNS ON OR BEFORE MARCH 15, 1989**

The national budget is a key government instrument for the attainment of national development objectives. In this connection, it is necessary to enhance voluntary tax compliance in order for the government to reach the revenue goal for the year 1989. In the attainment of the said objective, men and women who are now in the government service should set an example to the entire citizenry by the early filing of their annual income tax returns.

IN VIEW WHEREOF, all officials and employees of the National Government, local government units as well as government-owned and controlled corporations are hereby urged to file their income tax returns on or before March 15, 1989 covering income for the preceding taxable year.

This Memorandum Circular shall take effect immediately.

Done in the City of Manila, this 13th day of February, in the year of Our Lord nineteen hundred and eighty-nine.

(Sgd.) **CORAZON C. AQUINO**

By the President:
(Sgd.) **CATALINO MACARAIG, JR.**
Executive Secretary

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1989). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 95

PROVIDING FOR THE CREATION OF AN EXECUTIVE COMMITTEE ON THE OBSERVANCE OF “ARAW NG KAGITINGAN”.

WHEREAS, April 9, every year, has been declared by law as “Araw ng Kagitingan”, to afford all Filipinos a recurring opportunity to appreciate the role our war heroes played in the historical development of our country;

AND WHEREAS, there is a need to provide for appropriate activities to properly commemorate on that chosen day the sacrifices and valor of our honored dead;

IN VIEW HEREOF, an Executive Committee is hereby created to attend to the appropriate observance of “Araw ng Kagitingan” composed of the following:

The Undersecretary for Civilian Relations	–	Chairman
Department of National Defense		
The Undersecretary	–	Co-Chairman
Department of Tourism		
Governor	–	Member
Province of Bataan		
The Undersecretary	–	Member
Department of Public Works and Highways		
The Chief of Staff	–	Member
Armed Forces of the Philippines		
The Administrator	–	Member
Philippine Veterans Affairs Office		
The Chairman	–	Member
National Historical Institute		
The President	–	Member
Veterans Federation of the Philippines		
The National Commander	–	Member
Defenders of Bataan and Corregidor		
The Director	–	Member
Philippine Information Agency		
The National Commander	–	Member
AFP National Reservists Association, Inc.		
The Chief	–	Member
Military Shrines Service		
Philippine Veterans Affairs Office		

The Committee is hereby authorized to call upon any Department, Bureau, Office, Agency, or instrumentality of the Government for such assistance as it may need in the discharge of its duties and functions.

This Circular shall take effect immediately.

By authority of the President:
(Sgd.) **CATALINO MACARAIG, JR.**
Executive Secretary

Manila, February 15, 1989

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1989). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 96

AUTHORIZING ATTENDANCE OF GOVERNMENT RECORDS CHIEFS/OFFICERS IN THE SYMPOSIUM-CONVENTION OF THE PHILIPPINE RECORDS MANAGEMENT ASSOCIATION, INC. (PRMA)

The Philippine Records Management Association, Inc., (PRMA), an organization of government records chiefs and officers, will hold a two-day symposium-convention on May 16-17, 1989, at the Manila Garden Hotel, Makati, Metro Manila, on the Theme: "Productivity Through Effective Records and Information Management". The symposium-convention seeks to develop and improve professional standards and activities on records and information management, encourage the exchange of information among government records chiefs/officers and promote the applications of modern principles, methodologies, techniques and transfer of technologies in records and information management systems with the end in view of increasing productivity in the government service.

Heads of Departments, chiefs of bureaus and offices, agencies and instrumentalities of the government, including government-owned or controlled corporations and local government units are hereby authorized to send not more than two (2) participants each, who are records chiefs/officers and have not attended a similar activity for the last two (2) years, to the symposium-convention on official time with reasonable expenses for transportation, per diem and a convention fee of ₱500.00 per participant to cover the cost of meals, snacks, kits, hand-outs and other miscellaneous convention expenses, chargeable against the appropriations of their respective offices, in accordance with applicable laws, subject to the availability of funds and the usual accounting and auditing requirements. Provided, That, the per diem herein authorized shall not include meals taken at the convention. It is hereby understood that participants residing or stationed in Metro Manila shall be entitled only to the payment of the convention fees and actual transportation expenses consistent with the provisions of the CSC Memorandum Circular No. 9, S. of 1989.

The participants shall, within fifteen (15) days from the termination of the aforesaid symposium-convention, submit to their respective heads of office a narrative report on the actual conduct of activity of the symposium-convention.

The Association shall, within thirty (30) days after the symposium-convention submit to the Civil Service Commission a narrative report on the actual conduct of the activity, together with an evaluation report, a list of successful participants and a statement of expenditures incurred duly certified by the Chief Accountant of the Philippine Records Management Association, Inc., copy furnished the Department of Budget and Management.

By Authority of the President:

(Sgd.) **CATALINO MACARAIG, JR.**
Executive Secretary

Manila, **March 16, 1989**

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1989). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 97

ENJOINING ALL THE DEPARTMENTS, BUREAUS, OFFICES, AND AGENCIES INCLUDING LOCAL GOVERNMENT UNITS AND GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS TO SUPPORT THE PRESIDENT'S 1989 SUMMER YOUTH PROGRAM, AND AUTHORIZING THE PAYMENT OF STIPEND OR ANY FORM OF FINANCIAL ASSISTANCE TO THE YOUTH PARTICIPANTS IN THE GOVERNMENT INTERNSHIP PROGRAM

By virtue of Proclamation No. 387, dated March 17, 1989, the President proclaimed the launching of the President's 1989 Summer Youth Program (PSYP) to focus youth involvement in productive endeavors. One of the major components of the PSYP is the government internship program.

To ensure the government-wide implementation of the PSYP, all the departments, bureaus, offices and agencies including local government units and government-owned and controlled corporations are hereby enjoined to support the President's 1989 Summer Youth Program. For this purpose, the offices, agencies, units and corporations which shall implement the government internship program are hereby authorized to pay the youth participants a stipend or any form of financial assistance of not less than 75% of the rate received by casual employees as may be allowed by law and subject to existing accounting and auditing rules and regulations, and to secure the necessary funds therefor from their respective maintenance and operating expenses or savings from personal services.

This Memorandum Circular shall take effect immediately.

By authority of the President:
(Sgd.) **CATALINO MACARAIG, JR.**
Executive Secretary

Manila, March 20, 1989

Source: **Presidential Management Staff**

Office of the President of the Philippines. (1989). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Presidential Management Staff.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 98

ENJOINING ALL THE DEPARTMENTS, AGENCIES, OFFICES AND GOVERNMENT OWNED OR CONTROLLED CORPORATIONS TO SECURE PRIOR AUTHORITY FROM THE OFFICE OF THE PRESIDENT IN THE PURCHASE OF AIRCRAFT.

All the departments, agencies, offices and government owned or controlled corporations are hereby enjoined to secure prior authority from the Office of the President in the purchase of aircraft for their respective operations and activities.

The authority from the Office of the President under this Memorandum Circular shall be in addition to the provisions of existing Laws, executive issuances, and rules and regulations requiring the approval of the Office of the President for contracts above certain ceilings.

This Memorandum Circular shall take effect immediately.

By authority of the President:
(Sgd.) **CATALINO MACARAIG, JR.**
Executive Secretary

Manila, April 19, 1989

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1989). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

**Office of the President
of the Philippines
Malacañang**

MALACAÑANG RECORDS OFFICE

MEMORANDUM CIRCULAR NO. 99

Based on the records available on file and in the possession of Malacañang Records Office, Memorandum Circular No. 99 of Presidential Issuances of Corazon C. Aquino was certified by their office as a reserved number and that no original copy of this issuance was forwarded and released to them.

Malacañang Records Office. (2016). *[Memorandum : certification and official count of Presidential Issuances]*. Manila : Malacañang Records Office.

MALACANANG
MANILA

MEMORANDUM CIRCULAR NO. 100

**ENJOINING PROVINCES, CITIES, MUNICIPALITIES AND BARANGAYS TO OBSERVE THE
PROVISIONS OF SECTION 5(j) OF PRESIDENTIAL DECREE NO. 231, "ENACTING A LOCAL TAX CODE
FOR PROVINCES, CITIES, MUNICIPALITIES AND BARRIOS"**

The attention of the Office of the President has been called by the Department of Agriculture on the imposition and collection by some municipal governments of fees from private vehicles which transport palay from their municipalities .

The imposition and collection of such fees as well as fees of a similar nature is violative of Section 5(j), Presidential Decree No. 231, "Enacting A Local Tax Code For Provinces, Cities, Municipalities and Barrios", which provides:

SEC. 5. Common limitations on the taxing powers of local governments. – The exercise of the taxing powers of provinces, cities, municipalities and barrios shall not extend to the imposition of the following:

xxx xxx xxx

(j) Taxes and other impositions upon goods carried into or out of, or passing through, the territorial jurisdictions of local governments in the guise of unreasonable charges for wharfage, use of bridges, or otherwise, or other taxes in any form whatever upon such goods or merchandise.

IN VIEW THEREOF, provinces, cities, municipalities and barangays are hereby enjoined from imposing and collecting such fees as well as fees of a similar nature.

(Sgd.) **CORAZON C. AQUINO**

May 3, 1989

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1989). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 101
RESTRICTING THE USE OF GOVERNMENT AMBULANCES

All government officials and employees, particularly of the Department of Health, the hospitals under it, and the local government units with government ambulances, are hereby prohibited from (a) securing, appropriating, or using ambulances for any purpose other than for the transport of patients; and (b) applying tint/color to the ambulance windows.

Any violation of this prohibition shall be dealt with accordingly.

This Memorandum Circular shall take effect immediately.

By authority of the President:
(Sgd.) **CATALINO MACARAIG, JR.**
Executive Secretary

Manila, May 16, 1989

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1989). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 102

**AUTHORIZING ATTENDANCE OF GOVERNMENT ECONOMISTS IN THE CONVENTION OF THE
FEDERATION OF ASEAN ECONOMIC ASSOCIATIONS AND THE PHILIPPINE ECONOMIC SOCIETY**

The Philippine Economic Society (PES) will host the 14th Federation of ASEAN Economic Associations (FAEA) Convention on November 16, 1989 at the Manila Hotel on the theme: "Economic Reforms, Performance and Prospects". The convention aims to foster and encourage professional and social relations among ASEAN economists and seeks to improve the standards of economic research and instructions in the ASEAN region.

Heads of Departments, Chiefs of bureaus and offices, agencies and instrumentalities of the government including government-owned or controlled corporations and local government units are hereby authorized to send not more than five (5) participants each to the convention on official time with reasonable expenses for transportation and a convention fee of ₱250.00 per participant to cover cost of lunch, snacks, kits, hand-outs and other miscellaneous convention expenses, chargeable against the appropriations of their respective offices, in accordance with applicable laws, subject to the availability of funds and the usual accounting and auditing requirements.

The participants shall, within fifteen (15) days from the termination of the aforementioned convention, submit to their respective heads of office a narrative report on the actual conduct of activity of the convention.

The PES shall, within thirty (30) days after the convention, submit to the Civil Service Commission a narrative report on the actual conduct of activity, together with an evaluation report, a list of successful participants and a statement of expenditures incurred duly certified by the Secretary-Treasurer of the Philippine Economic Society, copy furnished the Department of Budget and Management.

By authority of the President:
(Sgd.) **CATALINO MACARAIG, JR.**
Executive Secretary

Manila, July 14, 1989

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1989). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

MALACANANG
MANILA

BY THE PRESIDENT OF THE PHILIPPINES.

MEMORANDUM CIRCULAR NO. 103
PROVIDING MEASURES FOR THE IMPROVEMENT OF POLICE SERVICES

In order to address effectively and efficiently the problem of peace and order and, thereby, insure adequate public safety and the protection of our communities and our people, I, CORAZON C. AQUINO, President of the Philippines, do hereby order:

1. The local chief executives and the Integrated National Police (INP) elements in their respective jurisdictions shall adopt integrated approaches in the prevention and control of crimes.

2. The local chief executives shall give special attention to the maintenance of peace and order and shall exercise active operational supervision and direction over police elements in their respective jurisdiction, subject to the provisions of Presidential Decree No. 1162, dated June 8, 1977; Executive Order No. 1012, dated March 22, 1985, as amended by Executive Order No. 1027, dated May 14, 1985; and the Amended Rules and Regulations, dated July 19, 1985.

3. a) The Philippine Constabulary/Integrated National Police (PC/INP) shall require police accountability and proper methods of employment and/or deployment and shall exercise effective operational control, supervision and direction consistent with the provisions of Presidential Decree No. 1162, dated June 8, 1977; Executive Order No. 1012, dated March 22, 1985, as amended by Executive Order No. 1027, dated May 14, 1985; and the Amended Rules and Regulations, dated July 19, 1985.

b) In places where deemed feasible, the following concepts of employment of police personnel to address the problem of criminality shall be vigorously implemented:

i. The policemen shall be brought closer to and be made acquainted with the people to whom they are assigned to serve;

ii. Fixed responsibility and fixed level of accomplishment shall be set for every policemen. The prescribed police-to-population ratio shall be made whenever practicable and as may be allowed by budgetary appropriations; and

iii. Widest effective police coverage possible shall be aggressively worked out.

The policemen so employed shall be directly under the Commander of the police sub-station/box most conveniently located to render timely reinforcement, investigation support and effective control and supervision.

c) Police work performance shall be periodically measured against performance standards that shall be set along the following observable dimensions:

i. police visibility/actual presence in the place of work;

ii. effective reduction of the crime rate in the assigned area of responsibility;

iii. effective neutralization of criminal elements; and

iv. honesty and dedication to the service.

Special and sincere efforts shall be vigorously undertaken to identify members of law enforcement agencies and the military who are connected or involved with criminal elements for the purpose of promptly removing them from the service.

Each barangay captain shall organize a “Neighborhood Support Group” that shall play the role of assisting /supporting the policemen assigned to his community and monitoring the performance of said policemen.

4. a) The Department of National Defense, the Department of Local Government, the National Police Commission and the Philippine Constabulary/Integrated National Police (PC/INP) shall ensure that the provisions of this Memorandum Circular are effectively carried out.

b) A Working Committee is hereby constituted to coordinate and oversee the implementation of this Memorandum Circular and to insure unity of purpose, composed of the following:

1. Chairman of the National Police Commission (Presidential Arm under Executive Order No. 1040, dated July 10, 1985)	Chairman
2. Undersecretary of National Defense (to be designated by the Secretary of National Defense)	Member
3. Undersecretary of Local Government (to be designated by the Secretary of Local Government)	Member
4. Deputy Director-General of the Philippine Constabulary/Integrated National Police (to be designated by the Chief of Constabulary and Director-General of the Integrated National Police)	Member

The Working Committee shall submit periodic reports to the Office of the President.

This Memorandum Circular shall take effect immediately.

Done in the City of Manila, this 17th day of July, in the year of Our Lord, nineteen hundred and eighty-nine.

(Sgd.) **CORAZON C. AQUINO**

By the President:
(Sgd.) **CATALINO MACARAIG, JR.**
Executive Secretary

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1989). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 104

CLARIFICATION ON THE APPLICABILITY OF THE AMENDED IMPLEMENTING RULES AND
REGULATIONS (IRR) OF PRESIDENTIAL DECREE (P.D.) NO. 1594 RELATIVE TO THE PROSECUTION
OF FOREIGN-ASSISTED PROJECTS.

In view of the provisions of Section 4 of Republic Act No. 4860, as amended, otherwise known as the "Foreign Borrowings Act", which reads:

"SEC. 4 in the contracting of any loan, credit or indebtedness under this Act, the President of the Philippines may, when necessary, agree to waive or modify, the application of any law granting preference or imposing restrictions on international competitive bidding, including among others, [Act. No. 4239, C.A. 541, insofar as such provisions do not pertain to construction primarily for national defense or security purposes, R. A. 5183]; Provided, however, That as far as practicable, utilization of the services qualified domestic firms in the prosecution of projects financed under this Act shall be encouraged: Provided, further, that in case where international competitive bidding shall be conducted preference of at least fifteen per centum shall be granted in favor of articles, materials or supplies of the growth, production or manufacture of the Philippines: Provided, finally, That the method and procedure in the comparison of bids shall be the subject of agreement between the Philippine Government and the lending institution." (Underscoring supplied.)

It is hereby clarified that foreign-assisted infrastructure projects may be exempted from the application of the pertinent provisions of the Implementing Rules and Regulations (IRR) of Presidential Decree (P.D.) No. 1594 relative to the method and procedure in the comparison of bids, which matter may be the subject of agreement between the infrastructure agency concerned and the lending institution. It should be made clear however that public bidding is still required and can only be waived pursuant to existing laws.

It is also understood that the government infrastructure agencies concerned shall, as far as practicable, adhere closely to the IRR of P.D. No. 1594 during loan negotiations and the implementation of the projects.

Please be guided accordingly.

By authority of the President:
(Sgd.) **CATALINO MACARAIG, JR.**
Executive Secretary

Manila, August 21, 1989

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1989). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

MALACAÑAN PALACE
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

MEMORANDUM CIRCULAR NO. 105

PROVIDING CLARIFICATORY GUIDELINES FOR THE PROCESSING OF AMNESTY MANIFESTATION FORMS OF REBEL RETURNEES PURSUANT TO EXECUTIVE ORDER NO. 350, DATED MARCH 13, 1989

WHEREAS, the grant of amnesty is a key feature of the Government's National Reconciliation and Development Program constituted under Executive Order No. 103, dated December 24, 1986;

WHEREAS, Proclamation No. 80, dated February 28, 1987, granted amnesty in favor of all persons who, in the furtherance of their political beliefs, may have committed acts penalized by existing laws, and who were not in the custody of, or charged by, or undergoing investigations by, the authorities of the present administration as of February 28, 1987, provided that they file their applications for amnesty within six (6) months from February 28, 1987, or up to August 28, 1987;

WHEREAS, Proclamation No. 138, dated August 11, 1987, amended Proclamation No. 80, dated February 28, 1987, by extending the deadline for the filing of applications for amnesty up to February 28, 1988;

WHEREAS, government records indicated that a great number of persons have voluntarily returned to the fold of the law after the February 28, 1988 deadline and have manifested their desire to avail of the benefits of amnesty when the same becomes a reality under the 1987 Constitution;

WHEREAS, Executive Order No. 350, Series of 1989, provided guidelines governing the processing of manifestations of desire for amnesty pending the issuance of an amnesty proclamation that will become effective upon concurrence of the Congress;

WHEREAS, Section 1 of Executive Order No. 350, Series of 1989, authorized the filing of manifestations of desire for amnesty by any person who has returned of his own free will to the fold of the law from February 29, 1988, and who has not been in the custody of, or charged by, or undergoing investigations by, the authorities of the government as of March 13, 1989;

WHEREAS, it is necessary to clarify that Section 1 of Executive Order No. 350, Series of 1989, did not prescribe March 13, 1989, as a deadline for the filing of manifestations of desire for amnesty, since its original intention was to prescribe an open-ended period from February 29, 1988, for the filing of such manifestations until the issuance of an amnesty proclamation that will become effective upon concurrence of the Congress;

WHEREAS, Section 3 of Executive Order No. 350, Series of 1989, provided guidelines on where manifestations of desire for amnesty may be filed;

WHEREAS, it is necessary to clarify the guidelines under Section 3 of Executive Order No. 350, Series of 1989, in order to provide an efficient mechanism for the processing of manifestations of desire for amnesty;

WHEREAS, there is likewise a need to clarify the applicability of Executive Order No. 350, Series of 1989, to rebel returnees who were members of the Armed Forces of the Philippines or the Integrated National Police, and to provide a mechanism for the processing of their manifestations of desire for amnesty;

Accordingly, the following clarificatory guidelines are hereby prescribed for the processing of manifestations of desire for amnesty under Executive Order No. 350, Series of 1989:

1. Manifestations of desire for amnesty filed by rebel returnees on or after February 29, 1988, shall be accepted without specific deadline until the issuance of an amnesty proclamation that will become effective upon concurrence of the Congress, provided that such rebel returnees are not in the custody of, or charged by, or undergoing preliminary or pre-trial investigation by the civil, judicial or military authorities for any crime or offense committed in furtherance of their political beliefs;
2. Manifestations of desire for amnesty by civilian rebel returnees, which are received or filed with a military unit/office of the Provincial/City/Municipal Peace and Order Council (POC), shall be immediately forwarded to the Bayanihan Center (BC) concerned for initial processing. Thereafter, the BC shall forward the accomplished Manifestation Favoring Amnesty and Pledge of Allegiance forms to the Provincial Commander (PC) concerned for record verification. After completion of the record verification, the PC shall without delay forward the manifestation and pledge of allegiance and all allied papers to the Province/City Reconciliation Processing Committee (RPC) for action pursuant to Section 4 of Executive Order No. 350, Series of 1989;
3. Manifestations of desire for amnesty by rebel returnees who were members of the Armed Forces of the Philippines or the Integrated National Police, which are filed or received by any Military Unit/Bayanihan Center/Office of the Provincial/City/Municipal Peace and Order Council (POC), shall be immediately forwarded to the Office of the Civil Relations Service (AFP) for processing and record verification by an AFP Reconciliation Processing Committee to be composed of the Commander, CRS AFP as Chairman, with the Judge Advocate General (AFP) and Chief, Intelligence Service AFP, as members. Thereafter, the processed Manifestations Favoring Amnesty (NRDC Form 1), accomplished Pledges of Allegiance (NRDC Form 2) and Certifications (NRDC Form 4) shall be forwarded to the Secretariat, National Reconciliation and Development Council (NRDC), through the Chief of Staff (AFP) and the Secretary of National Defense. The Chief of Staff (AFP) shall provide a Secretariat for the handling of all activities of the AFPRPC;
4. The National Reconciliation and Development Council (NRDC) shall provide military units Provincial/City/Municipal/POCs sufficient printed copies of Manifestation Favoring Amnesty (NRDC Form 1) and Pledge of Loyalty and Allegiance (NRDC Form 2). It shall also provide the Reconciliation Processing Committee (RPC) sufficient printed copies of Certificates (NRDC Form 3). All these forms shall be provided without charge to the person desiring to file his Manifestation Favoring Amnesty. The NRDC forms shall also be printed in the local dialect of the place and known to the person manifesting his desire for amnesty. The NRDC shall also provide the BCs and RPCs necessary funds for the cost of the ID pictures to be attached to the NRDC forms and other needed supplies and equipment;
5. Verification of the activities of the rebel returnee shall be the responsibility of the Provincial Commander concerned. Verification of the pending cases before the civil judicial authorities, if any, against such rebel returnee shall be the responsibility of the Provincial/City Prosecutor; and
6. The AFP RPC shall furnish the Secretariat, NRDC, through the Chief of Staff, AFP and the Secretary of National Defense, Monthly Reports of Certifications issued by it during the month, per Section 4(d) of Executive Order No. 350, Series of 1989, as well as the number, type and caliber of firearms, weapons, armaments or explosive brought in by the rebel military/police elements.

This Memorandum Circular shall take effect immediately.

DONE in the City of Manila, this 26th day of September, in the year of Our Lord, nineteen hundred and eighty-nine.

(Sgd.) **CORAZON C. AQUINO**

By the President:
(Sgd.) **CATALINO MACARAIG, JR.**
Executive Secretary

NATIONAL RECONCILIATION AND

DEVELOPMENT COUNCIL

NEDA, Amber Avenue

Pasig, Metro Manila

MANIFESTATIONS FAVORING AMNESTY

I, _____, _____ years old, single/married to
_____, resident of
_____, hereby express my desire for amnesty.

(Applicant)

(Date Applied)

(Where Applied)

ANNEX 2

NATIONAL RECONCILIATION AND

DEVELOPMENT COUNCIL

NEDA, Amber Avenue

Pasig, Metro Manila

PLEDGE OF LOYALTY AND ALLEGIANCE

I, _____, _____ years old, single/married to
_____ and a resident of having returned voluntarily to the fold of the law and
manifested my desire for amnesty, do hereby pledge that I will bear true faith and allegiance to, and recognize and
accept the supreme authority of, the Republic of the Philippines; that, I will support and defend the new
Constitution; that I will obey the laws and legal orders promulgated by the duly constituted authorities of the
Republic of the Philippines; and that I impose this obligation upon myself voluntarily without mental reservation or
purpose of evasion.

With this pledge, I hereby assume and take upon myself the duties and obligations of a peaceful and law-abiding
citizen of the Republic of the Philippines.

SO HELP ME GOD.

Provincial Governor/City Mayor

Chairman

SUBSCRIBED AND SWORN to before me this ____ day of _____, 1989, at _____,
Philippines.

Provincial/City Fiscal

ANNEX 3

NATIONAL DEVELOPMENT AND
DEVELOPMENT COUNCIL

NEDA, Amber Avenue

Pasig, Metro Manila

RECONCILIATION PROCESSING COMMITTEE

PROVINCE/CITY OF _____

CERTIFICATION

THIS IS TO CERTIFY THAT _____, _____ years old, single/married to
_____, a resident of _____, has
expressed a desire for amnesty and pledged loyalty and allegiance to the Republic of the Philippines, and has been
determined (not to have committed any crime or offense punishable by law) (to come) (not to come) within the
purview of the processing of Reconciliation Guidelines prescribed in Executive Order No. _____, dated
_____.

GIVEN this ____ day of _____, 198__, at _____.

Provincial Governor/City Fiscal

Provincial Commander Provincial/City Fiscal

Member

Rep., IBP Local Chapter Rep., Peace & Order Council

Province/City of _____

ANNEX 4

NATIONAL RECONCILIATION AND

DEVELOPMENT COUNCIL

NEDA, Amber Avenue

Pasig, Metro Manila

AFP RECONCILIATION PROCESSING COMMITTEE

CERTIFICATION

THIS IS TO CERTIFY THAT _____, _____ years old, single/married to
_____, a resident of _____,
has expressed a desire for amnesty and pledged
loyalty and allegiance to the Republic of the Philippines, and has been determined (not to have committed any crime
or offense punishable by law) (to come) (not to come) within the purview of the processing of Reconciliation
Guidelines prescribed in Executive Order No. _____, dated _____.

GIVEN this _____ day of _____, 198__, at _____.

Commander, Civil Relations

Service, AFP

Chairman

The Judge Advocate General, AFP

Member

Commander, Intelligence Service, AFP

Member

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1989). *[Memorandum Circular Nos.: 1 - 156]*. Manila:
Malacañang Records Office.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 106

CLARIFYING THE PROVISIONS OF EXECUTIVE ORDER (EO) NO. 1077, SERIES OF 1986, AS
IMPLEMENTED BY MEMORANDUM CIRCULAR (MC) NO. 54, SERIES OF 1988

By special law, members of the judiciary are entitled to accumulate and commute, without limit, unused vacation and sick leaves, a privilege not heretofore accorded to other government officers and employees.

To remove the disparity in the leave privileges existing among government personnel, EO 1077, dated January 9, 1986, was issued, providing that any officer or employee of the government who retires or voluntarily resigns or is separated from the service through no fault of his own and whose leave benefits are not covered by special law, shall be entitled to the commutation of all the accumulated vacation and/or sick leaves to his credit, exclusive of Saturdays, Sundays, and holidays, without limitation as to the number of days of vacation and sick leaves that he may accumulate. As clarified in MC No. 54-, dated March 24, 1983, the commutation of leave credits without limit shall obtain regardless of the period when the credits were earned, provided that the leave privileges under EC 1077 may be availed only by officers/employees still in the service as of the effectivity thereof on January 9, 1986.

Republic Act 708, as amended, provides that, for commutation purposes, officers and employees in the foreign service are entitled to accumulate leaves not in excess of 360 days. In this connection, the Civil Service Commission in a 3rd Indorsement of March 29, 1989, observed that EC 1077 predicated the use of the term "special law" as referring only to members of the judiciary and that there is no reason why such unlimited accumulation and commutation of leave benefits prescribed under EO 1077 cannot be availed of by Foreign Service personnel.

In view thereof and consistent with the intent and spirit of EO 1077, it is hereby clarified that the provisions thereof, equally apply to officers and employees in the foreign service.

For guidance of all concerned.

By authority of the President:
(Sgd.) **CATALINO MACARAIG, JR.**
Executive Secretary

Manila, 29 December 1989

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1989). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 107
RESTRICTING THE USE OF GOVERNMENT AMBULANCES

All government officials and employees, particularly of the Department of Health, the hospitals under it and the local government units with government ambulances, are hereby prohibited from securing, appropriating or using ambulances for any purpose other than transport of patients, and applying tint/color to the ambulance windows.

Exceptions to the prohibition against the unauthorized use of the government ambulances may only be granted if the user has been confirmed to have no other motor vehicle, including the service vehicle of the Director or his equivalent, which could be utilized for the purpose of:

- a. withdrawal of money from the bank;
- b. transport of personnel on night duty to and from pick-up/drop-in centers; and
- c. medical outreach missions;

provided that transporting patient shall always have priority in the use of the ambulances.

Any violation of this Memorandum Circular shall be dealt with accordingly.

This Memorandum Circular shall take effect immediately.

By authority of the President:
(Sgd.) **CATALINO MACARAIG, JR.**
Executive Secretary

Manila, 16 October 1989

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1989). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 108
CLARIFYING CERTAIN PROVISIONS OF REPUBLIC ACT NO. 4860, AS AMENDED, RELATIVE TO
AWARD OF CONTRACTS.

In view of the provisions of Section 4 of Republic Act No. 4860, as amended, otherwise known as the "Foreign Borrowings Act", it is hereby clarified that, for projects supported in whole or in part by foreign assistance awarded through international or local competitive bidding, the government agency concerned may award the contract to the lowest evaluated bidder at his bid price consistent with the provisions of the applicable loan/grant agreement.

Specifically, when the loan/grant agreement so stipulates, the government agency concerned may award the contract to the lowest bidder even if his/its bid exceeds the approved agency estimate.

It is understood that the concerned government agency shall, as far as practicable, adhere closely to the implementing rules and regulations of Presidential Decree No. 1594 during loan/grant negotiation and the implementation of the projects.

Please be guided accordingly.

Manila, Philippines, December 26, 1989.

By authority of the President:
(Sgd.) **CATALINO MACARAIG, JR.**
Executive Secretary

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1989). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 109

PROVIDING FOR THE CREATION OF AN EXECUTIVE COMMITTEE ON THE OBSERVANCE OF
PHILIPPINE VETERANS WEEK AND ARAW NG KAGITINGAN

WHEREAS, Executive Order No. 203 (1987) declared April 9 of every year as a regular holiday for the celebration of Araw ng Kagitingan;

WHEREAS, the period April 5 to April 11 of every year has been declared by virtue of Proclamation No. 266 (1989) as Philippine Veterans Week “[t]o promote, preserve and memorialize the principles, ideals and deeds of the Filipino war veteran as a means to enhance patriotism and love of country, especially among the youth of the land”;

IN VIEW HEREOF, an Executive Committee composed of the following is hereby created to attend to the appropriate observance of Philippine Veterans Week and the Araw ng Kagitingan in the year 1990:

The Undersecretary of National Defense	–	Chairman
Department of National Defense		
The Undersecretary	–	Member
Department of Local Government		
The Undersecretary	–	Member
Department of Tourism		
The Chief of Staff	–	Member
Armed Forces of the Philippines		
The Chairman	–	Member
Metropolitan Manila Council		
The Governor	–	Member
Province of Bataan		
The Governor	–	Member
Province of Cavite		
The Chairman	–	Member
National Historical Institute		
The Administrator	–	Member
Philippine Veterans Affairs Office		
The Director	–	Member
Philippine Information Agency		
The Chief	–	Member
Military Shrines Service		
Philippine Veterans Affairs Office		
The National President	–	Member
Boy Scouts of the Philippines		
The National President	–	Member
Girl Scouts of the Philippines		
The President	–	Member
Veterans Federation of the Philippines		
The National Commander	–	Member
Defenders of Bataan and Corregidor		
The President	–	Member

VFP Sons and Daughters		
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The Committee is hereby authorized to call upon any Department, Bureau, Office, Agency, or instrumentality of the Government and to invite any non-governmental organization for such assistance as it may need in the discharge its duties and functions.

This Circular shall take effect immediately.

By authority of the President:
(Sgd.) **CATALINO MACARAIG, JR.**
Executive Secretary

Manila, January 23, 1990

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1990). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

MALACAÑANG
MANILA

MEMORANDUM CIRCULAR NO. 110

**URGING ALL GOVERNMENT OFFICIALS AND EMPLOYEES TO FILE THEIR ANNUAL INCOME TAX
RETURNS ON OR BEFORE MARCH 15 OF EACH YEAR**

The national budget is a key government instrument for the attainment of national development objectives. In this connection, it is necessary to enhance voluntary tax compliance in order for the government to reach its annual revenue goal. In the attainment of the said objective, men and women who are now in the government service should set an example to the entire citizenry by the early filing of their annual income tax returns.

IN VIEW WHEREOF, all officials and employees of the National Government, local government units as well as government-owned and controlled corporations are hereby urged to file their income tax returns on or before March 15 of each year covering income for the preceding taxable year.

This Memorandum Circular shall take effect immediately.

DONE in the City of Manila, this 16th day of February, in the year of Our Lord, nineteen hundred and ninety.

(Sgd.) **CORAZON C. AQUINO**

By the President:
(Sgd.) **CATALINO MACARAIG, JR.**
Executive Secretary

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1990). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 111
CREATING THE CABINET DECENTRALIZATION IMPLEMENTING TEAM

In order to accelerate the government's decentralization program there is hereby created the Cabinet Decentralization Implementing Team, herein upon referred to as the Team, composed of the following:

The Secretary of Local Government	–	Chairman
The Secretary of Budget and Management	–	Co-Chairman
The Presidential Coordinating Assistant for Human Resources and Public Welfare	–	Co-Chairman
The Secretary of Finance	–	Member
The Director-General, National Economic and Development Authority	–	Member
The Cabinet Secretary	–	Member
The Head, Presidential Management Staff	–	Member

The Development Academy of the Philippines and the Department of Local Government shall provide technical and management assistance and serve as the Secretariat for the Team.

The Team shall have these objectives:

1. Accelerate government decentralization in at least ten (10) additional provinces in support of poverty alleviation and economic recovery;
2. Develop and adopt a framework for managing decentralization from central line departments to regional and provincial offices and local government units, between now and end of 1991.
3. Monitor and evaluate the progress of decentralization projects and activities, and recommend appropriate measures to the President.
4. Submit a quarterly report to the President and the Cabinet.

Memorandum Circular No. 63 dated May 30, 1988, creating the Cabinet Action Committee on Decentralization, and Memorandum Circular No. 63-A dated June 20, 1988, are hereby revoked.

This Memorandum Circular shall take effect immediately.

By authority of the President:
(Sgd.) **CATALINO MACARAIG, JR.**
Executive Secretary

Manila, March 16, 1990

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1990). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

MALACAÑANG
MANILA

MEMORANDUM CIRCULAR NO. 112

REACTIVATING THE SPECIAL COMMITTEE ON NATURALIZATION CREATED UNDER LETTER OF INSTRUCTIONS NO. 270, DATED APRIL 11, 1975, AS AMENDED BY LETTERS OF INSTRUCTIONS NOS. 278, 283, 292 AND 491, DATED MAY 12, 1975, JUNE 5, 1975, JULY 9, 1975 AND DECEMBER 29, 1976, RESPECTIVELY

The Special Committee on Naturalization (SCN) created under Letter of Instructions Nos. 270, dated April 11, 1975, as amended by Letters of Instructions Nos. 278, 283, 292, 491, dated May 12, 1975, June 5, 1975, July 9, 1975 and December 29, 1976, respectively, is hereby reactivated.

Accordingly, the Solicitor General as SCN Chairman is hereby directed to reconvene the SCN with the Undersecretary of Foreign Affairs and the Director-General of the National Intelligence Coordinating Agency (formerly National Intelligence and Security Agency) as Members only for the limited purpose of acting on the pending petitions for naturalization of alien wives and minor children of persons already naturalized by decree.

This Memorandum Circular shall take effect immediately.

(Sgd.) **CORAZON C. AQUINO**

By the President:
(Sgd.) **CATALINO MACARAIG, JR.**
Executive Secretary

Manila, 26 March 1990

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1990). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 113

AMENDING MEMORANDUM CIRCULAR NO. 55, DATED MARCH 50, 1988, PRESCRIBING GUIDELINES ON THE ISSUANCE OF AUTHENTICATION BY THE AUTHENTICATION UNIT, LEGAL OFFICE, OFFICE OF THE PRESIDENT, FOR USE IN FOREIGN COUNTRIES

For the benefit of applicants who spend time, effort, and money in the renewal of clearance issued by the National Bureau of Investigation, Paragraph 5.1.6 of Memorandum Circular No. 55, dated March 30, 1988, is hereby amended to read as follows:

“5.1.6 National Bureau of Investigation clearances shall first be certified by its proper signing official. The clearance expires after one (1) year and shall be renewed if need be.”

This Circular shall take effect immediately.

By authority of the President:
(Sgd.) **CATALINO MACARAIG, JR.**
Executive Secretary

Manila, April 16, 1990.

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1990). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 114
DIRECTING MEASURES TO CONSERVE ELECTRIC POWER FOR
GOVERNMENT OFFICES IN METROPOLITAN MANILA

WHEREAS, due to power plant repairs and the extended drought, the Luzon grid is unable to produce enough electricity to meet industrial, commercial and residential requirements in Metropolitan Manila and the rest of Luzon;

WHEREAS, the business and industrial groups have reached a consensus on the need to conserve electric power in an equitable manner based on essentiality;

WHEREAS, the business and industrial sectors have conceived a program which calls for government and private commercial firms to voluntarily halt their respective operations once a week in exchange for continuous power supply for four consecutive days;

IN VIEW THEREOF, the following measures for government offices in Metropolitan Manila are hereby directed:

1. The government offices identified by the Task Force on Power, Joint Government-Business Sector Initiatives Program, with 100 KW load capacity demand shall not use electric power derived from the Manila Electric Company on the following five (5) days: April 23; May 7; 14; 21 and 28 1990.
2. The heads of the offices affected during the aforesaid five (5) Mondays shall have the following options:
 - (a) The offices may continue to perform their respective services and operations during the said five (5) Mondays: Provided, That no electric power derived from the Manila Electric Company shall be used;
 - (b) The offices may partially or totally cancel their respective services and operations during the said five (5) Mondays: Provided, That the employees affected by the partial or total cancellation of the services and operations shall be considered on forced leave in accordance with the provisions of Executive Order No. 1077, S. of 1986; or
 - (c) For every work day cancelled during the said five (5) Mondays, the offices may compensate such non-working day by holding work on any day when electric power service has normalized, the date to be determined by their respective heads.

For purposes of this Memorandum Circular, the heads of offices shall refer to the Secretaries of the departments, heads of government owned or controlled corporations, and heads of the local government units in Metropolitan Manila.

3. The Presidential Management Staff shall monitor compliance with this Memorandum Circular.
4. This Memorandum Circular shall take effect immediately.

By authority of the President:
(Sgd.) **CATALINO MACARAIG, JR.**
Executive Secretary

Manila, 18 April 1990

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1990). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

MALACAÑANG
MANILA

MEMORANDUM CIRCULAR NO. 115

AUTHORIZING ALL DEPARTMENTS, BUREAUS, OFFICES, AND AGENCIES TO INCREASE BY NOT MORE THAN TEN PER CENT (10%) THEIR FEES AND CHARGES FOR SERVICES REQUIRED BY LAW TO BE RENDERED FOR A FEE, SUBJECT TO CERTAIN EXCEPTIONS

Whereas, Batas Pambansa Blg. 325 authorizes all heads of departments, offices, agencies and commissions of the National Government to revise, conformably with rules and regulations of the Department of Finance, their fees and charges;

Whereas, pursuant to Sec. 54, Chapter 12, Book IV of Executive Order. No. 292 (Administrative Code of 1987), the heads of bureaus, offices, or agencies, may, upon approval of the department head, charge and collect the cost of the services rendered by the bureau, office or agency in excess of cost prescribed by law or approved by the same authority;

Whereas, it is only proper that the persons receiving the services for which the fees and charges are imposed should be made to share the burden of the expenses incurred by the government particularly of those agencies that last revised their fees and charges more than two (2) years ago:

Whereas, the Secretary of Finance has recommended the the revision of the rates of such fees and charges collected by the departments, bureaus, offices and agencies subject to certain exceptions;

IN VIEW THEREOF, all departments, bureaus, offices and agencies are hereby authorized to increase the rates of their fees and charges for services required by law to be rendered for a fee, by not more than Ten Percent (10%); Provided. That this Memorandum Circular shall not apply to (a) those departments, bureaus, offices and agencies that have increased their fees and charges during the last two (2) preceding years; (b) government-owned or controlled corporations and local governments; (c) those fees and charges covered by international agreements; and (d) those imposed by state universities and colleges, government hospitals, medical centers and clinics.

The rates of fees and charges revised under this Memorandum Circular shall be published once a week for two consecutive weeks in two newspapers of general circulation in the Philippines and shall become effective fifteen days after the last publication.

The heads of the departments shall be responsible for the implementation of this Memorandum Circular in the bureaus, offices and agencies within their respective administrative jurisdiction taking into consideration the standards that (a) the fees and charges be revised at just and reasonable rates sufficient to cover administrative cost and (b) whenever practicable, be uniform for similar or comparable services and functions.

The Department of Finance shall monitor compliance with this Memorandum Circular and submit a report thereon to the Office of the President.

This Memorandum Circular shall not apply to the fees and charges collected by the courts and constitutional bodies.

Done in the City of Manila this 24th day of April, in the year of Our Lord, nineteen hundred and ninety.

(Sgd.) **CORAZON C. AQUINO**

By the President:
(Sgd.) **CATALINO MACARAIG, JR.**
Executive Secretary

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1990). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 116
DESIGNATING THE REPRESENTATIVES OF THE EXECUTIVE DEPARTMENT TO THE PREPARATORY
AND CONSULTATIVE COMMITTEE ON THE URUGUAY ROUND OF MULTILATERAL TRADE
NEGOTIATIONS

The following, government officials are hereby designated as representatives of the Executive Department to the preparatory and consultative committee on the Uruguay Round of Multilateral Trade Negotiations:

The Secretary of Finance
The Secretary of Agriculture
The Secretary of Health
The Secretary of Trade and Industry
The Secretary of Environment and Natural Resources
The Secretary of Science and Technology
The Director General, National Economic and Development Authority (NEDA) Secretariat
The Governor, Central Bank
The Chairman, Tariff Commission

These government officials shall coordinate with Congress or its duly designated representatives to constitute the preparatory and consultative committee on tariff policies and matters which may be covered by the Uruguay Round of Multilateral Trade Negotiations.

They shall render periodic report to the NEDA Board.

This Memorandum Circular shall take effect immediately.

By authority of the President:
(Sgd.) **CATALINO MACARAIG, JR.**
Executive Secretary

Manila, May 29, 1990

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1990). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

MALACAÑANG
MANILA

MEMORANDUM CIRCULAR NO. 117
ENJOINING ALL THE HEADS OF THE DEPARTMENTS TO PROMOTE
THE OBJECTIVES OF THE KABISIG MOVEMENT

In line with the objectives of the KABISIG Movement, all the heads of the departments are hereby directed to:

1. Identify programs and projects which will be undertaken under the Movement;
2. Implement these programs and projects the KABISIG way, characterized as follows:
 - 2.1 These should be undertaken in collaboration and partnership with local government units and/or the private sector.
 - 2.2 These should yield tangible benefits for the people, particularly the poor.
 - 2.3 These should be fast-tracked, i.e. measures to implement these programs and projects in the most expeditious and effective means must be devised.
3. Hasten the process of decentralization by interfacing with the Provincial Governors on the manner and extent of the devolution of powers and functions as may be allowed under existing laws.
4. Undertake a communication and information program for the movement.
5. Enlist the support of Non-governmental organizations (NGO) dealing with their respective departments for the movement.

For this purpose, all the heads of the departments shall, on or before June 25, 1990, submit a general outline of the action plans to implement this directive, and the names of Senior Officials responsible for the implementation thereof to the Office of the Executive Secretary, which Office shall act as the KABISIG National Coordinating Center.

Strict compliance with this Memorandum Circular is hereby enjoined.

DONE in the City of Manila, this 21st day of June, in the year of Our Lord, nineteen hundred and ninety.

(Sgd.) **CORAZON C. AQUINO**

By the President:
(Sgd.) **CATALINO MACARAIG, JR.**
Executive Secretary

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1990). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 118

ENJOINING STRICT COMPLIANCE BY ALL DEPARTMENTS, BUREAUS, OFFICES, AND AGENCIES INCLUDING STATE UNIVERSITIES AND COLLEGES, AND GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS, TO NATIONAL BUDGET EXECUTION GUIDELINES NO. 89-1, S. 1989 AND NATIONAL BUDGET MEMORANDUM NO. 54, S. 1990 OF THE DEPARTMENT OF BUDGET AND MANAGEMENT

All departments, bureaus, offices, and agencies including state universities and colleges, and government-owned or controlled corporations are hereby enjoined to comply strictly with:

1 National Budget Execution Guidelines No. 89-1 , S. 1989, subject: Guidelines on of the CY 1989 programmed equipment outlays and lump-sum appropriations for the hiring of casuals, contractuels and consultants of regular agencies as well as government-owned or controlled corporations; and

2. National Budget Memorandum Order No. 54, S. 1990, subject: Guidelines on the use of agency savings from allotments released, CY 1990,

of the Department of Budget and Management.

This Memorandum Circular shall take effect immediately.

By authority of the President:
(Sgd.) **CATALINO MACARAIG, JR.**
Executive Secretary

July 5, 1990

Reference: Budget Execution Guidelines No. 89-1, January 27, 1989

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1990). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 119

AMENDING MEMORANDUM CIRCULAR NO. 116 DESIGNATING THE REPRESENTATIVES OF THE
EXECUTIVE DEPARTMENT TO THE PREPARATORY AND CONSULTATIVE COMMITTEE ON THE
URUGUAY ROUND OF MULTI-LATERAL TRADE NEGOTIATIONS.

Memorandum Circular No. 116 dated May 29, 1990 is hereby amended to include therein the Secretary of Foreign Affairs as one of the representatives of the Executive Department to the Preparatory and Consultative Committee on the Uruguay Round of Multilateral Trade Negotiations.

This Memorandum Circular takes effect immediately.

Manila, July 16, 1990.

By authority of the President:
(Sgd.) **CATALINO MACARAIG, JR.**
Executive Secretary

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1990). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 120
DECLARING TWELVE (12) ADDITIONAL PROVINCES AS PILOT DECENTRALIZATION AREAS

In order to accelerate the government's decentralization program and to build the capability of local government units for the grant of more powers and resources, the following provinces are hereby declared as additional pilot decentralization areas:

1.	Region 1	Pangasinan
2.	Region 2	Isabela
3.	Region 3	Bulacan
4.	Region 4	Palawan
5.	Region 5	Albay
6.	Region 6	Capiz
7.	Region 7	Bohol
8.	Region 8	Western Samar
9.	Region 9	Zamboanga del Norte
10.	Region 10	Bukidnon
11.	Region 11	Davao del Sur
12.	Region 12	Sultan Kudarat

These pilot decentralization provinces shall be in addition to the existing pilot provinces of Laguna, Tarlac, Negros Occidental, Davao del Norte and Batanes.

The Cabinet Decentralization Implementing Team created by Memorandum Circular No. III dated 16 March 1990 shall formulate guidelines and implement decentralization projects in the abovenamed provinces.

In this connection, the Cabinet Decentralization Implementing Team shall ensure that consultations shall be undertaken with the following:

- a) The Regional and Provincial offices of the affected national line agencies;
- b) The Governors, the Provincial Boards and the key officials of the Provinces; and
- c) The Congressmen of the Provinces.

The Cabinet Officers for Regional Development (CORDs) shall assist in forging cooperation among Congressmen, Governors, Mayors and Regional/Provincial officials of national line agencies, in the course of the implementation of the decentralization program. Any unresolved matter which may prevent or delay the decentralization program in these provinces shall be elevated to the Cabinet Decentralization Implementing Team for resolution.

The Cabinet Decentralization Implementing Team shall submit a report to the President sixty (60) days from the date hereof.

This Memorandum Circular shall take effect immediately.

By authority of the President:
(Sgd.) **CATALINO MACARAIG, JR.**
Executive Secretary

Manila, 18 July, 1990

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1990). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

MALACAÑANG
MANILA

MEMORANDUM CIRCULAR NO. 121

DIRECTING ALL DEPARTMENTS, BUREAUS, COMMISSIONS, AGENCIES, OFFICES, AND INSTRUMENTALITIES OF THE NATIONAL GOVERNMENT, INCLUDING GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS, TO REVISE THEIR FEES AND CHARGES AT JUST AND REASONABLE RATES SUFFICIENT TO COVER ADMINISTRATIVE COSTS

WHEREAS, pursuant to Sec. 54, Chapter 12, Book IV, of Executive Order No. 292 (Administrative Code of 1987), the needs of bureaus, offices, or agencies may, upon approval of the department head, charge and collect the cost of the services rendered by the bureau, office or agency in excess of cost prescribed by law or approved by the same authority.

WHEREAS, while Section 1 (a) of Batas Pambansa Blg. 325 authorizes all heads of departments, offices, agencies, and commissions of the National Government to revise their fees and charges, subject to the guidelines therein provided, Section 1 (b) of the same Act provides that the fees and charges enforced and collected by among others, government-owned or controlled corporations "shall continue to be determined under existing laws, subject to the guidelines set forth in Section 2 hereof" (B.P. Bldg. 325) ;

WHEREAS, the tax subsidy being administered by the Fiscal Incentives Review Board (FIRB) has to be suspended due to budgetary constraints, and without the tax subsidy granted to various government-owned or controlled corporations, the quality of government services rendered by said corporations may not effectively be improved:

WHEREAS, there is a need to recover part of the costs of government services rendered not only by the various departments, bureaus, commissions, agencies, and instrumentalities of the national government, but also by government-owned or controlled corporations;

IN VIEW THEREOF, all departments, bureaus, commissions, agencies, offices, and instrumentalities of the National Government, including government-owned or controlled corporations are hereby directed to revise their fees and charges at just and reasonable rates sufficient to cover administrative costs. The revised rates shall, wherever practicable, be uniform or for similar or comparable services and functions. The revision of rates shall be determined by the respective department heads, governing boards, or equivalent functionaries, conformably with the rules and regulations to be promulgated by the Department of Finance; Provided that this Memorandum Circular shall not apply to those fees and charges covered by international agreements.

The heads of departments shall be responsible for the implementation of this Memorandum circular in the bureaus, commissions, offices, agencies, and government-owned or controlled corporations within their respective jurisdictions.

The rates of fees and charges revised under this Memorandum Circular shall be published once a week for two consecutive weeks in two newspapers of general circulation in the Philippines and shall become effective fifteen days after the last publication.

This Memorandum Circular supersedes Memorandum Circular No. 115, dated April 24, 1990.

Done in the city of Manila, this 2nd day of November, in the year of Our Lord, nineteen hundred and ninety.

(Sgd.) **CORAZON C. AQUINO**

By the President:
(Sgd.) **CATALINO MACARAIG, JR.**
Executive Secretary

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1990). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

MALACAÑANG
MANILA

MEMORANDUM CIRCULAR NO. 122

DIRECTING THE SUBMISSION BY ALL HEADS OF DEPARTMENTS, BUREAUS, OFFICES, AND AGENCIES INCLUDING LOCAL GOVERNMENT UNITS AND GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS, THEIR RESPECTIVE STAFFING SUMMARY SHOWING ACTUAL MANPOWER COMPLEMENT TO THE OFFICE OF THE PRESIDENT THROUGH THE DEPARTMENT OF BUDGET AND MANAGEMENT

Administrative Order No. 205, dated January 3, 1991, enjoins all government offices and agencies, including local government units and government-owned and controlled corporations, to adopt and implement their respective staff reduction program as a key component of the economy measures for Fiscal Year 1991.

To ensure the immediate and government-wide implementation of this measure, all heads of departments, bureaus, offices and agencies, including local government units and government-owned or controlled corporations are hereby directed to submit on or before January 31, 1991 to the Office of the President, through the Department of Budget and Management, their respective staffing summary showing their actual manpower (warm bodies) complement as of December 31, 1990.

For purposes of uniformity of style and format of the report, the STAFFING SUMMARY REPORT FORM NO. 91-1, hereto attached as Annex A, shall be accomplished by the Personnel Office of the agency concerned, and duly signed and certified correct by the head of office or agency. The accomplished form shall be supported by a certified true copy of the December 1990 PAYROLL of the agency concerned.

This Memorandum Circular shall take effect immediately.

By authority of the President:
(Sgd.) **OSCAR M. ORBOS**
Executive Secretary

Manila, 14 January 1991

Reference: Staffing Summary Report Form No. 91-1

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1991). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 123

DIRECTING ALL HEADS OF DEPARTMENTS, BUREAUS, AGENCIES, OFFICES, AND INSTRUMENTALITIES OF THE EXECUTIVE DEPARTMENT TO TRANSMIT THE COMPLETE RECORDS OF APPEALED MATTERS, TOGETHER WITH A SUMMARY OF, PROCEEDINGS THEREON, TO OFFICE OF THE PRESIDENT

To assist the Office of the President in the speedy disposition of appealed matters, as well as orderly decongestion of dockets in the Office of the President, all departments, bureaus, agencies, offices, and instrumentalities of the Executive Department are hereby directed to transmit to the Office of the President the complete records of appealed matters with each page consecutively numbered and initialed by the custodian of the records, together with a summary of proceedings thereon from the filing of the complaint or petition before the office of origin up to transmittal to the Office of the President in chronological order indicating the action taken, incidents resolved, and listing of all pleadings, motions, manifestations, annexes, exhibits and other papers or documents filed by the contending parties, as well as the corresponding orders, resolutions and decisions.

Strict compliance herewith is hereby enjoined.

By authority of the President:
(Sgd.) **MARIANO SARMIENTO II**
Deputy Executive Secretary

Manila, Philippines, February 8, 1991

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1991). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 124

PROVIDING GUIDELINES ON THE IMPLEMENTATION OF ADMINISTRATIVE ORDER NO. 205, SERIES OF 1990

In order to insure the effective implementation of the economy measures provided under Administrative Order No. 205 series of 1991, the following implementing guidelines are hereby promulgated:

1. Coverage

The implementation of economy measures shall cover all agencies of the national government, including state universities and colleges and government owned or controlled corporations, as well as local government units.

2. Specific Guidelines

2.1 Payment of Honoraria and Similar Allowances. The payment of honoraria and similar allowances shall be discontinued, except for representation and transportation allowances as authorized in the General Appropriations Act. For the purpose of implementing the Administrative Order, the following payments are not considered honoraria:

- (a) For teaching overload in the Department of Education, Culture and Sports, schools and state universities and colleges;
- (b) For duly authorized per diems of members of the Board of Regents or Board of Directors/Trustees of state universities and colleges;
- (c) For executive positions in state universities and colleges filled by designation from among the faculty members;
- (d) For duly authorized per diems and/or fees of members of the Board of Directors/Trustees of government owned or controlled corporations;
- (e) For services of lecturers and resource persons in regularly conducted training programs, where the conduct of such training program is a regular function of the agency concerned;
- (f) For services rendered by a private sector representative in duly authorized interagency committees;
- (g) For the services of a judge by virtue of his designation as Executive Judge;
- (h) For municipal treasurers deputized by the Bureau of Internal Revenue to collect and remit revenue collections;
- (i) For government personnel including teachers deputized by the Commission on Elections during electoral exercises; and
- (j) For government personnel deputized by the National Statistical Coordination Board for the conduct of census and statistical surveys.

2.2 Hiring of Consultants, Contractuals and Casuals. The hiring of consultants, contractuals and casuals shall be deferred except in the following cases:

- (a) For foreign assisted projects where the hiring of consultants and other related personnel to these projects is explicitly provided under the terms and conditions of the loan agreement;
- (b) Agencies which are staffed by contractuels pursuant to existing policy or by law, are authorized to hire personnel but in no case to exceed the actual number of existing personnel or warm bodies as of December 31,1990;
- (c) The rehiring of contractuels and casuals the salaries of which are chargeable against lump sum funds specifically authorized by law for the purpose, subject to the determination by the Department Secretary or head of agency concerned of the essentiality of their services;
- (d) Hiring of part-time physicians by government hospitals.

2.3 Foreign Travel.

- (a) All foreign travel, except those fully funded from grants or those expressly authorized by the Office of the President, shall be suspended.
- (b) In cases where funding by the donor agencies does not, as a matter of policy, include clothing allowance and pre-travel expenses, then recipients of scholarship or training grants may charge clothing allowance and pre-travel expenses against the funds of the agency at the terms and conditions specified in Executive Order No. 129, as amended.

2.4 Conduct of Seminars, Conventions, Annual and Anniversary Celebrations, Sports Activities, Festivals and Similar Activities: The conduct of training, seminars, conventions, annual and anniversary celebrations, sports activities and festivals and other similar activities funded from agency budgets is suspended, except the following:

- (a) Training programs conducted by government agencies specifically mandated by their respective charter or enabling act including, but not limited to, the Development Academy of the Philippines, the Civil Service Commission, the National Manpower and Youth Council, the National Computer Center, the Foreign Service Institute, the Statistical Research and Training Center, UP Law Center and the Local Government Academy;
- (b) Athletic meets and activities conducted by public schools and state universities and colleges;
- (c) Training programs and seminar conducted by government owned or controlled corporations including financial institutions for their clientele or target beneficiaries; and
- (d) In-house training programs conducted at no cost to the Government.

3. Other Cases

Cases riot covered by the aforesaid provisions shall be referred to the Secretary of Budget and Management for consideration and thereafter recommendation for approval/disapproval by the Office of the President.

This Memorandum Circular shall take effect immediately.

By authority of the President:
(Sgd.) **OSCAR M. ORBOS**
Executive Secretary

Manila, February 14, 1991.

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1991). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 125
CONSTITUTING A NATIONAL EXECUTIVE COMMITTEE FOR THE 1991 OBSERVANCE OF THE
“ARAW NG KAGITINGAN” AND THE “PHILIPPINE VETERANS WEEK”

WHEREAS, pursuant to Executive Order No, 203, series of every year was made a regular holiday for of “Araw ng Kagitingan”;

WHEREAS, by virtue of the Proclamation No. 266, series of 1989, the period from April 5 to 11 of every year has been declared as “Philippine Veterans Week” in order to promote, preserve and memorialize the principles, ideals and deeds of the Filipino war veterans, and as a means to enhance patriotism and love of country, especially among the youth of the land;

WHEREAS, there is a need to create a body that shall spearhead the commemoration of the said events with fitting activities to ensure its success;

WHEREFORE, there is hereby constituted a National Executive Committee that shall attend to and take charge of the 1991 observance and commemoration of the “Araw ng Kagitingan” and the “Philippine Veterans Week”.

The National Executive Committee shall be headed by the Undersecretary For Civil Relations of the Department of National Defense as Chairman, with the following as members;

The Undersecretary of Public Works and Highways

The Undersecretary of Education, Culture and Sports

The Undersecretary of Trade, Industry and Tourism

The Undersecretary of Interior and Local Government

The Undersecretary of Budget and Management

The Chief of Staff, Armed Forces of the Philippines

The Administrator, Philippine Veterans Affairs Office

The Chairman, National Historical Institute

The Chairman, Metropolitan Manila Commission

The Governor, Province of Bataan

The Governor, Province of Cavite

The National President, Boy Scouts of the Philippines

The National President, Girl Scouts of the Philippines

The President, Veterans Federation of the Philippines

The President, VFP Sons and Daughters Association

The National Commander, Defenders of Bataan and Corregidor

The Director, Philippine Information Agency

The Chief, Military Shrines Service

The National Executive Committee is hereby empowered to call upon any agency or instrumentality of the government including government—owned and controlled corporations and to invite any private individual or non-governmental organization for such assistance in the discharge of its functions.

This Memorandum Circular shall take effect immediately.

By authority of the President:
(Sgd.) **OSCAR M. ORBOS**
Executive Secretary

Manila, February 27, 1991

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1991). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 126
REQUIRING MEMBERS OF THE CABINET, THEIR UNDERSECRETARIES, AND ASSISTANTS TO
SUBMIT INFORMATION ON THEIR ADDITIONAL POSITIONS OR OFFICES

In view of the decision of the Supreme Court in G.R. Nos. 83896 and 83815 entitled “Civil Liberties Union vs. The Executive Secretary” and “Anti-Graft League of the Philippines and Crispin T. Reyes vs. Philip Ella C. Juico, et al.,” all the members of the Cabinet, their Undersecretaries, and Assistants are hereby required to submit, within forty-eight (48) hours from notice hereof, the following information on the positions or offices held by them other their primary positions, viz.:

- (1) the nature of the additional position or office;
- (2) the basis of appointment or designation to said position or office i.e. whether pursuant to law or by appointment; and,
- (3) the date of appointment or designation.

Strict compliance with this Memorandum Circular is hereby enjoined.

By authority of the President:
(Sgd.) **OSCAR M. ORBOS**
Executive Secretary

Manila, 28 February 1991

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1991). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 127
DEFERMENT OF OFFICIAL TRIPS TO SAUDI ARABIA DURING RAMADHAN

In view of the Kingdom of Saudi Arabia's religious observance of the holy month of Ramadhan which started on March 16 or 17, concerned government departments, agencies and instrumentalities are enjoined to defer scheduling of official trips and/or audiences with officials of the Kingdom's hierarchy during said period.

(Sgd.) **MARIANO SARMIENTO II**
Deputy Executive Secretary

Manila, **April 1, 1991**

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1991). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 128

TO: All Heads of Departments/ Offices/ Agencies of the Executive Department

RE: Detail of Action Officers to the Regional Presidential Action Center

In order to immediately implement the mandate of the Presidential Action Center (PACE) under Executive Order No. 442 series of 1991 in the different regions of the country, all government agencies, instrumentalities, including government owned and controlled corporations are hereby directed to extend assistance and support to PACE regional offices, including the detail of appropriate personnel, use of transport and communication facilities, office equipment and other form of logistics' support through their regional or area offices.

This Order takes effect immediately.

By authority of the President:
(Sgd.) **OSCAR M. ORBOS**
Executive Secretary

Manila, April 12, 1991

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1991). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 129

ESTABLISHING THE PORT INTEGRATED CLEARANCE OFFICE (PICO) IN ALL MAJOR PORTS OF THE COUNTRY

There is hereby established a Port Integrated Clearance Office (PICO) in all major ports of the country for the purpose of expediting processing of entrance and departure clearances for domestic vessels and cargoes.

The PICO shall involve the following agencies:

Philippine Ports Authority

Bureau of Customs

Bureau of Quarantine

Bureau of Animal Industry

Bureau of Plant Industry

Forest Management Bureau

Postal Services Office

National Telecommunications Commission

Philippine Coast Guard

Philippine National Police

The Heads of the aforementioned agencies are hereby directed to designate one (1) permanent and one (1) alternate representative to the PICO from their present personnel. The operationalization of the PICO shall be charged against the respective appropriations for CY 1991 of the said agencies.

The Philippine Ports Authority (PPA) representative to the PICO shall act as officer-in-charge and shall coordinate the day-to-day operations of the PICO. The PPA shall provide the necessary office spaces and staff support for the operations of the PICO.

This Memorandum Circular shall take effect immediately.

By authority of the President:
(Sgd.) **OSCAR M. ORBOS**
Executive Secretary

Manila, April 16, 1991

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1991). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 130

CREATING A PROJECT STUDY TEAM TO STUDY AND EVALUATE THE PROJECTED ACQUISITION,
DEPLOYMENT AND THE FUTURE OPERATION AND MAINTENANCE AND THE NECESSARY
COSTINGS OF THE COMPUTERIZED TELECOMMUNICATIONS MULTI-AGENCY NETWORK BEING
ACQUIRED BY THE GOVERNMENT FROM THE ASIAN DEVELOPMENT BANK

There is hereby created a Project Study Team which shall evaluate the projected acquisition, deployment and the future operation and maintenance, as well as the necessary costings, of the computerized Telecommunications Multi-Agency Network being acquired by the Government from the Asian Development Bank.

The Project Study Team shall be composed of the following:

Hon. Herminio B. Coloma, Jr.	–	Head of Team
Deputy Executive Secretary for Policy Services & Head, Presidential Management Staff		
Hon. Roberto V. Reyes	–	Member
Acting Chairman, Philippine Coordinating Committee on the Asian Development Bank		
Hon. Carmelo L. Royeca	–	Member
Assistant Secretary		
Department of Transportation & Communications		
Hon. Francis S. Ganson	–	Member
Assistant Secretary Telecommunications Office		
Mr. Fidelo Dumlao	–	Member
Deputy Commissioner		
National Telecommunications Commission		
Mr. William Torres	–	Member
Managing Director		
National Computer Center		
Lt. Col. Guillermo D. Legaspi	–	Member
Officer-in-Charge		
Malacanang Command Center		

The Team shall immediately convene and meet as often as necessary to work out and determine the following:

1. The procedure to be followed in the acquisition of the Telecommunications Network and the Government agencies/instrumentalities which may become share-users of the same.
2. Network design and cost estimate for Government operation and utilization.
3. Operation and maintenance schemes, as well as acceptance, tests of basic and support equipment.
4. The Government entity which should be assigned full responsibility for the Network's continuing maintenance and operation.
5. Whether it is necessary and advisable to engage the services of consultants to assist in carrying out the above functions.

The Project Team is hereby authorized to engage and/or avail of the cooperation and assistance from all and any other agencies and instrumentalities of the Government, both technical and material, in the performance of its tasks.

The Project Team shall render a report -to the Executive Secretary not later than the last working day of May 1991.

This Circular takes effect immediately.

By authority of the President:
(Sgd.) **OSCAR M. ORBOS**
Executive Secretary

Manila, April 29, 1991

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1991). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 131

TO	:	ALL HEADS OF DEPARTMENTS, BUREAUS AND AGENCIES IN THE NATIONAL GOVERNMENT INCLUDING GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS
SUBJECT	:	Congress of Government Executives for Panibagong Sigla 2000 (PS 2000)

A Congress of Senior Government Executives is scheduled on MAY 31, 1991 at LA SALLE GREENHILLS, Ortigas Avenue, Metro Manila in support of the objectives of the Panibagong Sigla 2000 (PS 2000) project spearheaded by the PS 2000 Steering Committee. PS 2000 aims to renew public service administration for the purpose of instituting necessary reforms. The Congress is specifically designed to: (1) brief senior government officials on PS 2000 and other relevant concerns; (2) enlist their support and active participation in the various activities of PS 2000; (3) get them to advocate the objectives and principles of PS 2000 in their respective agencies; and (4) facilitate the conduct of consultations of the PS 2000 Task Forces in their respective agencies.

In view of the relevance and significance of the objectives of PS 2000 to the goals of government, all Undersecretaries for Administration, Assistant Secretaries in charge of Human Resource Development (HRD), Bureau Directors and heads of Boards, Councils and Commissions, officers of associations of regional executives not exceeding five (5) per region and senior executives of GOCCs of equivalent ranks are hereby enjoined to attend said Congress.

A convention fee of P300.00 per participant, traveling expenses and per diems and transportation allowances for those stationed outside Metro Manila are hereby authorized chargeable against appropriations of the agencies concerned and payable to the Career Executive Service Board (CESB) which shall serve as the Congress Secretariat.

Done in the City of Manila this 7th day of May, in the year of our Lord, Nineteen Hundred and Ninety-One.

(Sgd.) **OSCAR M. ORBOS**
Executive Secretary

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1991). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 132
DESIGNATING THE OFFICIALS OF THE NATIONAL STATISTICS OFFICE AS INFORMATION AND
MONITORING ACTION OFFICERS FOR THE PRESIDENTIAL ACTION CENTER (PACE)

In the interest of the service and to facilitate information dissemination of the programs and projects of the Presidential Action Center (PACE) in the provincial level, and to ensure effective monitoring thereof. Provincial Census Officers-in-Charge of the National Statistics office (NSO) are hereby designated as PACE Information and Monitoring Action Officers.

As Action Officers they are empowered to receive complaints and/or requests for assistance and such other matters, which shall be relayed immediately to the PACE central monitoring base.

The PACE Chairman shall coordinate with the NSO Administrator for immediate designation of the said Action Officers. The NSO shall make available, when necessary, its provincial communications and computer network for the purpose.

This Memorandum Circular shall take effect immediately.

By authority of the President:
(Sgd.) **OSCAR M. ORBOS**
Executive Secretary

Manila, May 07, 1991

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1991). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 133
CREATING THE COMMITTEE ON THE PRESIDENT'S URGENT
SERVICES FOR HOUSING

WHEREAS , the provision of housing remains a priority thrust of the present administration;

WHEREAS, despite increased housing assistance, the problem of decent housing for the urban poor, particularly squatters remains;

WHEREAS, due to the magnitude of urban poor concerns, there is a need to institutionalize inter-agency cooperation and generate support from non-government and community organizations;

WHEREAS, the Housing and Urban Development Coordinating Council is tasked with ensuring the successful implementation of the government's National Shelter Program,

NOW, THEREFORE, I, CORAZON C AQUINO, President of the Philippines, by virtue of the powers vested in me by law, do hereby order:

SECTION 1. A Committee on the President's Urgent Services for Housing in the Office of the President is hereby created to provide a forum to fast-track urgent requests of the urban poor for housing. The Committee shall be composed of the Deputy Executive Secretary and Head, Presidential Management staff as Chairman, the representative of the Housing and Urban Development Coordinating Council as Co-Chairman, and representatives from the National Housing Authority, Home Insurance and Guaranty Corporation, Metro Manila Authority, Department of Public Works and Highways, Presidential Commission for the Urban Poor and the Kabisig National Secretariat as members.

SECTION 2. The Committee shall have the following functions:

- a. To receive, evaluate and prioritize requests for urgent housing services from urban communities;
- b. To categorize requests according to those which are covered and not as yet covered by existing/on-going government programs;
- c. To refer requests covered by existing government programs to appropriate agencies, monitor progress/actions taken and inform requesting party;
- d. To coordinate with non-government and community organizations on requests/complaints falling outside the purview of government agencies, for appropriate housing solutions;
- e. Submit regular reports to the Executive Secretary and the President;
- f. Perform such other functions as may be vested by the President and the Executive Secretary.

SECTION 3. The Committee shall be assisted by a Secretariat to be provided by and based at the Housing and Urban Development Coordinating Council.

SECTION 4. The Committee is authorized to call upon by department, bureau, office, agency or any instrumentality of government, including government owned and controlled corporations, for assistance as it may need in discharging its roles and responsibilities.

In view thereof, all agencies and offices named as members are hereby directed to convene immediately.

This Order shall take effect immediately.

DONE, this seventh day of May, in the Year of Our Lord, Nineteen Hundred and Ninety-One.

By Authority of the President:
(Sgd.) **OSCAR M. ORBOS**
Executive Secretary

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1991). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 134

DIRECTING THE IMPLEMENTATION OF MEASURES FOR COMPLIANCE WITH BATAS PAMBANSA
BLG. 344 IN GOVERNMENT TRANSPORTATION SYSTEMS, BUILDINGS, ROADS, PARKS AND OTHER
RELATED FACILITIES AND STRUCTURES PRIMARILY FOR PUBLIC USE

WHEREAS, the 1987 Constitution provides for the promotion of a just and dynamic social order that will ensure the prosperity and independence of the nation and free the people from poverty through policies that provide adequate social services, promote full employment, a rising standard of living, and an improved quality of life for all;

WHEREAS, the welfare of handicapped persons is among the priorities of the State;

WHEREAS, there is need for government to adopt and implement programs for the effective management of measures directed at enhancing the mobility of disabled persons;

IN VIEW THEREOF, all departments, agencies, bureaus and offices of the Government, including state colleges and universities and government owned or controlled corporations are hereby directed to undertake the following:

SECTION 1. All heads of departments, agencies, bureaus and offices of the Government, including state colleges and universities and government owned or controlled corporations are directed to submit a detailed work and financial plan on how to implement the provisions of B.P. Blg. 344, taking into account the minimum requirements set forth by its implementing Rules and Regulations, to the Office of the President not later than July 31, 1991.

SECTION 2. Towards the full compliance with B.P. Blg. 344 as a long term goal, all departments, agencies, bureaus and offices of the Government, including state colleges and universities and government owned or controlled corporations are enjoined to include in their capital outlay the construction/incorporation of architectural facilities or structural features in their buildings, establishments, institutions or public utilities.

SECTION 3. The work and financial plan to implement B.P. Blg. 344 shall include job descriptions that afford job opportunities for handicapped persons whom the government can hire after compliance with Civil Service rules and regulations. In this connection, all government agencies are encouraged to employ at least one (1) disabled person.

SECTION 4. The National Council for the Welfare of Disabled Persons shall oversee and monitor compliance with this Memorandum Circular.

SECTION 5. This Memorandum Circular shall take effect immediately.

By authority of the President:
(Sgd.) **OSCAR M. ORBOS**
Executive Secretary

Manila, 21 May 1991

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1991). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 135
*AUTHORIZING ATTENDANCE IN THE U.P. LAW CENTER SEMINAR ON PUBLIC OFFICERS AND
ACCOUNTABILITY*

The Institute of Judicial Administration, U.P. Law Center is conducting a Seminar on Public Officers and Accountability at the Bocobo Hall, Diliman, Quezon City, on July 11-13, 1991.

The Seminar aims to help public officers update their knowledge and provide them with an in-depth study of new laws and jurisprudence as they affect and/or relate to the discharge of their duties and responsibilities. In view of the timeliness and importance thereof, heads of departments, bureaus, offices, and agencies of the national government, including government-owned or controlled corporations are hereby authorized to send three of its concerned senior officers to the seminar on official time with reasonable expenses for transportation, per diem and registration fee of ₱300.00 per participant, chargeable against the appropriations of their respective offices. Provinces, cities and first class municipalities may send one (1) representative each with expenses as herein authorized. It is understood that participants residing or stationed within the Metropolitan Manila area shall be entitled only to reasonable expenses for transportation and registration fee.

Participants shall submit to their respective agency heads a report on their attendance and shall, within a reasonable period thereafter, echo the seminar to key personnel in their respective offices. Likewise, the organizer shall submit to this Office a report and evaluation of the seminar, copy furnished the Department of Budget and Management, including a certificate of participants indicating their respective offices.

By authority of the President:
(Sgd.) **OSCAR M. ORBOS**
Executive Secretary

Manila, May 22, 1991

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1991). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 136

AMENDING MEMORANDUM CIRCULAR NO. 133 DATED 7 MAY 1991 ENTITLED "CREATING THE COMMITTEE ON THE PRESIDENT'S URGENT SERVICES FOR HOUSING"

Memorandum Circular No. 133 dated May 7, 1991 creating the Committee on the President's Urgent Services for Housing (PUSH) is hereby amended to designate the Chairman of the Housing and Urban Development Coordinating Council (HUDCC) as Chairman of the said Committee.

The HUDCC shall provide technical and secretarial services to the Committee.

This Memorandum Circular takes effect immediately.

By authority of the President:
(Sgd.) **FRANKLIN M. DRILON**
Executive Secretary

Manila, September 25, 1991

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1991). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 137
*AUTHORIZING ATTENDANCE IN THE
1991 PICE NATIONAL ANNUAL CONVENTION*

The Philippine Institute of Civil Engineers, Inc. (PICE) will hold a national convention on November 7 to 9, 1991 at the Manila Midtown Hotel on the theme "Upgrading the Civil Engineering Profession Thru Continuing Education." This convention aims to supplement and/or upgrade the current level of knowledge of civil engineers through continuing education, which will also earn for them their needed credit units for the renewal of their professional license.

Heads of departments, bureaus, offices, and agencies of the national government performing civil engineering functions, as well as concerned government-owned and controlled corporations and local government units are hereby authorized to send not more than two (2) representatives, preferably members of the Institute, to the convention on official time with reasonable expenses for transportation, travelling allowance and registration fee of ₱750.00 per participant for the duration of the convention, chargeable against the appropriations of their respective offices, subject to the availability of funds and the usual accounting and auditing requirements. Meals covered by the convention fee shall be deducted from the travelling allowance. Participants residing or stationed within the Metropolitan Manila area shall be entitled to reasonable expenses for transportation and registration fees only.

Participants shall submit to their respective agency heads a report on their attendance and shall, within a reasonable period thereafter, echo the seminar to key personnel in their respective offices. Likewise, within fifteen days after the convention, the organizer shall submit to this Office a report and evaluation of the seminar, including a duly audited financial report and a list of participants indicating their respective offices, copy furnished the Department of Budget and Management and the Civil Service Commission.

By authority of the President:
(Sgd.) **FRANKLIN M. DRILON**
Executive Secretary

Manila, October 24, 1991

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1991). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 138

PRESCRIBING FOR PURPOSES OF UNIFORMITY AND EASE OF EVALUATION THE FORM OF REPORT
REQUIRED UNDER ADMINISTRATIVE ORDER NO. 230, CURRENT SERIES

Administrative Order No. 230 dated August 16, 1991 requires officials authorized to grant exemptions from the provisions of Section 2 (c) of Administrative Order No. 224, dated June 13, 1991, relative to foreign travels of Officials and employees of all national government agencies, including government-owned or controlled corporations, and local government units to submit to this Office at the end of each month a report on all actions/decisions taken relative to such implementation.

It has been observed that the reports so far submitted vary in form and substance. To facilitate evaluation, the attached form is hereby prescribed as the official report form.

This Memorandum Circular shall take effect immediately.

By authority of the President:
(Sgd.) **FRANKLIN M. DRILON**
Executive Secretary

Manila, 28 October 1991

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1991). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 139

PREScribing THE GUIDELINES FOR THE IMPLEMENTATION OF MEMORANDUM ORDER NO. 398
DATED SEPTEMBER 26, 1991.

The following guidelines are hereby adopted pursuant to Memorandum Order No. 398 dated September 26, 1991 on the Policy on Delivery of Goods and Services to the Countryside.

The following are the operating procedures:

1. Consistent with the needs of public safety, the full and free delivery of goods and services to the countryside by government agencies, non-government and church organizations and private individuals shall not be impeded.
2. Under normal circumstances, government agencies shall follow their standard operating procedures in the delivery of goods and services even to influenced and infiltrated areas.
3. Only in cases of actual tactical operations may control of the movement of non-combatants and the delivery of goods and services be imposed for safety reasons, Provided that in no case should such control lead to the starvation of civilians.
4. The flow of goods and services from government line agencies directly to their field units shall be facilitated and assured.
5. To ensure the prompt, safe and effective delivery of goods and service, there shall be coordination between NGOs, the Chairman of the POC or his duly designated representative, and appropriate line agencies.
6. Any dispute arising from the restriction by any agency of the flow of goods and services shall be resolved by the Peace and Order Council (POC). In the event the POC upholds the temporary restriction of the flow of goods and services because of actual and on-going tactical operations, which restriction, however, should not cause or lead to the starvation of local communities, the POC shall have the responsibility of expediting their release. In no case shall the delivery of goods and services be suspended for more than three (3) days.

Line agencies are hereby directed to disseminate the implementing guidelines to their field units.

This Memorandum Circular shall take effect immediately.

By authority of the President:
(Sgd.) **FRANKLIN M. DRILON**
Executive Secretary

Manila, 19 November 1991

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1991). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 140

ADVISING ALL DEPARTMENTS, BUREAUS, OFFICES, AGENCIES AND INSTRUMENTALITIES OF THE GOVERNMENT, INCLUDING GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS, ON THE REVOCATION OF GENERAL SERVICES ADMINISTRATION (GSA) ORDER NO. 3 DATED 2 MAY 1985 CONCERNING THE PROCUREMENT OF SERVICES BY THE GOVERNMENT

All departments, bureaus, offices, agencies and instrumentalities of the Government, including government-owned or controlled corporations, are hereby advised that General Services Administration (GSA) Order No. 3 dated 2 May 1985 concerning the procurement of services by the Government which issuance "prescribed that all departments, bureaus, offices and/or agencies of the Philippine Government procure their lighterage, towing, overland transportation, freight forwarding, tankage, warehousing and related service requirements from the National Transport Group of Companies which are wholly owned subsidiaries of [the] National Development Company (NDC) whenever those services are adequately available and at rates not exceeding those certified to as reasonable by the authorities concerned" had already been REVOKED as a consequence of the abolition of the General Services Administration under Executive Order No. 285 dated 25 July 1987 and the decentralization of actions on government negotiated contracts, lease contracts and records disposal under Executive Order No. 301 dated 26 July 1987.

By authority of the President:
(Sgd.) **FRANKLIN M. DRILON**
Executive Secretary

Manila, 20 November 1991

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1991). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

MALACAÑANG
MANILA

MEMORANDUM CIRCULAR NO. 141

ADOPTING THE “EDUCATION FOR ALL: A PHILIPPINE PLAN OF ACTION, 1991-2000” AS A MAJOR
SOCIAL DEVELOPMENT POLICY AND PROGRAM OF THE GOVERNMENT

WHEREAS, the National Committee on Education for All created under Proclamation No. 480, dated October 16, 1989, has formulated the Philippine Plan of Action for Education for All (EFA) for 1991 to 2000;

WHEREAS, there is a need to strengthen the sourcing of development assistance for and subsequent implementation of EFA programs and projects;

WHEREAS, the Government is promoting the policy of decentralization in the areas of policy formulation, planning and implementation;

WHEREAS, there is an urgent need for the country’s cultural communities to be represented in the process of formulating plans and program for Education for All and its subsequent implementation so that they may benefit from and be at par with the rest of the country in terms of educational development;

NOW, THEREFORE, I, CORAZON C. AQUINO, President of the Philippines, by virtue of the power vested in me by law, do hereby order as follows:

1. The Plan document “Education For All: A Philippine Plan of Action, 1991-2000”, formulated by the EFA National Committee created under Proclamation No. 480, dated October 16, 1989, is hereby adopted as a major social development policy and program document of the Philippine Government, and its subsequent use as the basis for future planning, program development and implementation is hereby directed;
2. For the purpose of pursuing a single vision and direction of basic education and synchronization of monitoring and social mobilization activities, the concerned government agencies and non-governmental organizations are hereby enjoined to base their development plans and programs for the decade on the EFA Philippine Plan of Action, particularly in the areas of educational philosophy and objectives, curricular reforms, delivery systems, staff development and teacher training, resource allocation and other aspects of educational innovations.
3. The Cabinet is directed to devise a system of orchestrated resource, allocation reflective of the principle of grand alliance for basic education in order to ensure the proper pooling and programming of the funds that may be mobilized from all possible sources, the synchronization of the EFA activities and the sustained availability of local counterpart funds for the projects which are externally-assisted.
4. To strengthen coordination with the member agencies and organizations, as well as the local and external sources of development assistance, the Department of Education, Culture and Sports (DECS) and the National Economic and Development Authority are hereby designated as the lead agencies of the National Committee on Education for All (NCEFA). The DECS and NEDA Regional Directors shall also serve as ex-officio chairmen and co-chairmen, respectively, of all the Regional Committees on Education for All, which have been created as part of the implementation machinery for EFA in Regions 1 to 12, including the Cordillera Administrative Region; Provided, that the Regional Committees on EFA in the Autonomous Region in Muslim Mindanao and the National Capital Region shall be chaired by the DECS Regional Director and co-chaired by the Director of Regional Planning Development Office and the Deputy Director for Planning of the Metropolitan Manila Authority, respectively; and Provided, further, that the Provincial Governor, City and Municipal Mayor and the provincial/city/municipal development officer shall co-chair the provincial, city and municipal committees for Education for All, respectively. Nothing in this Memorandum Circular shall preclude the selection of representatives of non-governmental organizations and other member-agencies as additional co-chairmen or vice-chairmen of sub-national committees on EFA.

5. In line with the government's thrust of decentralization, the Regional Committees on Education For All and their counterparts in the sub-regional levels as parts of its implementing machinery shall be strengthened as specialized units of the Regional Development Councils and the local development councils. They shall formulate basic education plans and policies appropriate for the region, coordinate all matters on the Education for All movement in the region, and review, endorse and monitor programs and projects and undertake social mobilization and advocacy to ensure the success of the movement;

6. In order to provide technical and organizational support to its implementing machinery, and in accordance with the Framework for the Philippine Plan of Action, 1990-2000, which was endorsed by the National Economic and Development Authority in November 1989, there is hereby created a permanent Program Management Team (PMT) to provide the National Committee and the Secretariat the needed technical and secretariat assistance. The PMT is tasked to oversee program in implementation in the Committee's behalf, and coordinate the process of future plan formulation /revision, project development and policy formulation for the consideration and endorsement of the Committee.

7. The authority to effect subsequent changes in the composition of its members, its structure and leadership, including those of the Program Management Team, and other special bodies that it may create is hereby delegated to the National Committee whenever it deems such changes fit and responsive to the needs of the decade-long program.

This Memorandum Circular shall take effect immediately.

Done in the City of Manila, this 4th day of December, in the year of Our Lord, nineteen hundred and ninety one.

(Sgd.) **CORAZON C. AQUINO**

By the President:
(Sgd.) **FRANKLIN M. DRILON**
Executive Secretary

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1991). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 142

DIRECTING ALL DEPARTMENT SECRETARIES AND HEADS OF AGENCIES OF THE NATIONAL GOVERNMENT, INCLUDING GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS, TO EXTEND FULL SUPPORT TO THE CES BOARD IN THE CONDUCT OF THE 1991 PERFORMANCE EVALUATION OF ALL THIRD LEVEL OFFICIALS

Administrative Order No. 204 dated December 19, 1990 prescribes that the Performance Contract System shall serve as a basis for the periodic evaluation/appraisal of the performance or accomplishments of all third level officials.

In accordance with the provisions of Administrative Order No. 204, all Department Secretaries and Heads of Agencies of the National Government, including government-owned and controlled corporations, are directed to extend full support and cooperation to the Career Executive Service Board in the evaluation of the 1991 performance of their third level officials.

The CES Board Evaluation Team shall conduct briefings on the CES Performance Evaluation System at the different agencies.

This Memorandum Circular shall take effect immediately.

By authority of the President:
(Sgd.) **FRANKLIN M. DRILON**
Executive Secretary

Manila, 16 December 1991

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1991). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

MALACAÑANG
MANILA

MEMORANDUM CIRCULAR NO. 143

**DIRECTING THE CELEBRATION OF NEW YEAR'S EVE THROUGH SAFE MEANS OF MERRYMAKING
AND REVELRY**

WHEREAS, every year on New Year's Eve, avertible incidents of injuries and deaths mar the festive celebration of the New Year's onset;

WHEREAS, these tragic incidents of unnecessary injuries and untimely deaths are occasioned not only by the careless lighting of fireworks, explosion of firecrackers or other incendiary trappings but also by the indiscriminate firing of firearms into the air by both members of the military and civilians;

WHEREAS, most of the hapless victims of the stray bullets fired from these firearms are those wholesomely welcoming the New Year in the vicinity or confines of their residences, yards or gardens; and

WHEREAS, these incidents could be avoided through moderation and prudence in the celebration of New Year's Eve;

NOW, THEREFORE, I, CORAZON C. AQUINO, President of the Philippines, do hereby order:

SECTION 1. All members of the Armed Forces of the Philippines and the Philippine National Police are hereby ordered to completely refrain from firing their guns into the air on New Year's Eve. The Chief of Staff of the Armed Forces of the Philippines and the Chief of the Philippine National Police shall ensure strict compliance by the respective members of their commands/units with this order.

SEC. 2. All civilian gunholders are requested to completely refrain from firing their guns into the air on New Year's Eve. The different gun clubs or societies shall be responsible for the compliance by their respective members with this appeal.

SEC. 3. All heads of local government units and all civic and religious organizations are requested to extend their full support to the campaign for the celebration of New Year's Eve through wholesome and harmless activities.

SEC. 4. This Memorandum Circular shall take effect immediately.

DONE in the City of Manila, this 24th day of December, in the year of Our Lord, nineteen hundred and ninety-one.

(Sgd.) **CORAZON C. AQUINO**

By the President:
(Sgd.) **FRANKLIN M. DRILON**
Executive Secretary

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1991). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 144

DIRECTING THE DEPARTMENT SECRETARIES AND HEADS OF AGENCIES OF THE NATIONAL GOVERNMENT INCLUDING GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS TO EXTEND FULL SUPPORT TO THE CES BOARD IN THE CONDUCT OF THE 1991 PERFORMANCE EVALUATION OF THIRD LEVEL OFFICIALS

Administrative Order No. 204 provides that the Performance Contract System shall serve as a basis for the periodic evaluation/appraisal of the performance or accomplishments of third level officials.

In accordance with this Administrative Order, all Department Secretaries and Heads of Agencies of the National Government including Government-Owned and Controlled Corporations are directed to extend full support and cooperation to the CES Board in the evaluation of the 1991 performance of their third level officials.

The CES Board Evaluation Team shall conduct briefings on the CES Performance Evaluation System at the different agencies.

This Memorandum Circular shall, take effect immediately.

By authority of the President:
(Sgd.) **FRANKLIN M. DRILON**
Executive Secretary

Manila, 15 January 1992

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1992). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

MALACAÑANG
MANILA

MEMORANDUM CIRCULAR NO. 145

ADOPTING THE OPINION DATED 3 JULY 1991 OF THE SECRETARY OF JUSTICE THAT THE
PERSONNEL ECONOMIC RELIEF ALLOWANCE (PERA) IS NOT TAXABLE

The President of the Philippines hereby adopts the Opinion dated 3 July 1991 (copy attached) of the Secretary of Justice that the Personnel Economic Relief Allowance (PERA) is not taxable under existing laws and regulations.

All departments, bureaus, offices, agencies and instrumentalities of the Government are hereby directed to implement the foregoing opinion of the Secretary of Justice.

DONE in the City of Manila, this 17th day of January, in the year of Our Lord, nineteen-hundred and ninety-two.

(Sgd.) **CORAZON C. AQUINO**

By the President:
(Sgd.) **FRANKLIN M. DRILON**
Executive Secretary

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1992). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 146

DIRECTING THE CITY MAYORS OF HIGHLY URBANIZED CITIES AND PROVINCIAL GOVERNORS TO
COURSE THROUGH THE SECRETARY OF THE INTERIOR AND LOCAL GOVERNMENT THE
ISSUANCES AND THE REPORTS WHICH THE PROVISIONS OF THE LOCAL GOVERNMENT CODE OF
1991 REQUIRE THEM TO SUBMIT TO THE OFFICE OF THE PRESIDENT

Section 455 (b)(1)(xii), Article One, Chapter 3, Title Three, Book III of the Local Government Code of 1991 requires the City Mayors of highly urbanized cities to furnish the Office of the President with copies of the executive orders issued by them within seventy-two (72) hours after their issuance. Likewise, Section 465 (b)(1)(xii), Article One, Chapter 3, Title Four, Book III of the same Code requires the Provincial Governors to submit to the Office of the President copies of executive orders issued by them within seventy-two (72) hours after their issuance. In addition thereto, Section 465 (b)(1)(xx), Article One, Chapter 3, Title Four, Book III of the same Code requires the Provincial Governors to submit to the Office of the President the following reports:

1. An annual report containing a summary of all matters pertinent to the management, administration and development of the province and all information and data relative to its political, social and economic conditions; and
2. Supplemental reports when unexpected events and situations arise at anytime during the year, particularly when man-made or natural disasters or calamities affect the general welfare of the province, region or country.

In this relation, all City Mayors of highly urbanized cities and all Provincial Governors are hereby directed to course through the Secretary of the Interior and Local Government all the issuances and reports which the aforementioned provisions require them to submit to the Office of the President.

This Memorandum Circular shall take effect immediately.

By authority of the President:
(Sgd.) **FRANKLIN M. DRILON**
Executive Secretary

19 February 1992
Manila, Philippines

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1992). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 147
ENJOINING ALL GOVERNMENT AGENCIES TO SUPPORT THE 1992
CENSUS OF AGRICULTURE AND FISHERIES

WHEREAS, Commonwealth Act No. 591 provides for the periodic conduct of all censuses, including the census of agriculture and fisheries;

WHEREAS, pursuant to the aforesaid law and Executive Order No. 121, the Census of Agriculture and Fisheries (CAF) will be undertaken in February 1992 by the National Statistics Office (NSC), Department of Agriculture (DA) and local government units (LGUs) under the overall coordination of the National Statistical Coordination Board (NSCB);

WHEREAS, the main objective of the CAF is to provide government planners and policymakers with data on which to base their plans for the country's development of agriculture and fisheries;

NOW THEREFORE, all the heads of Department of the Government and its agencies and instrumentalities, as well as local government units, including those in the Autonomous Region for Muslim Mindanao (ARMM), are hereby enjoined to give this activity their support and cooperation so that its success may be ensured.

By authority of the President:
(Sgd.) **FRANKLIN M. DRILON**
Executive Secretary

Manila, February 21, 1992.

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1992). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

MALACAÑANG
MANILA

MEMORANDUM CIRCULAR NO. 148

**PRESCRIBING THE GUIDELINES FOR THE IMPLEMENTATION OF EXECUTIVE ORDER NO. 313,
SERIES OF 1987**

In connection with the implementation of Executive Order No. 313, series of 1987, entitled "Prohibiting Philippine Government Officials To Visit Taiwan Or To Receive Calls By Visiting Taiwanese Officials", the following guidelines are hereby prescribed:

1. The restriction on travel to Taiwan and on contact with representatives of Taiwan should apply strictly to the President, the Vice President, the Secretary of Foreign Affairs and the Secretary of National Defense.
2. Philippine Government Officials intending to visit Taiwan should inform the Department of Foreign Affairs (DFA) of the purpose of their visit before their departure. They should travel using ordinary passports and without using their official titles.
3. Similarly, officials of the Philippine Government should inform the Department of Foreign Affairs of any formal contacts in the Philippines with representatives of Taiwan.
4. Philippine Government Officials visiting Taiwan shall provide the Department of Foreign Affairs with a report on their travel thereto pursuant to the provision of Section 9, Executive Order No. 401 dated 26 April 1990 and entitled "Rules and Regulations And Authorized Allowances Covering Official Travel Abroad of Government Personnel Under the Category of Conference, Special Missions, and Other Non-Study Trips."
5. No agreements, memoranda of understanding, exchange of notes, or similar documents shall be concluded with any Taiwanese organization/agency unless the text thereof has first been cleared with the Department of Foreign Affairs and the authority to sign has been secured from the Office of the President.

This Memorandum Circular shall take effect immediately.

(Sgd.) **CORAZON C. AQUINO**

By the President:
(Sgd.) **FRANKLIN M. DRILON**
Executive Secretary

Manila, February 27, 1992

Source: **Presidential Management Staff**

Office of the President of the Philippines. (1992). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Presidential Management Staff.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 149

AMENDING MEMORANDUM CIRCULAR NO. 57, SERIES OF 1988, ENTITLED: "PROCEDURE FOR THE COMPUTATION OF THE THIRTY PERCENT (30%) PER ANNUM CEILING IN PRICE ESCALATION FOR GOVERNMENT INFRASTRUCTURE CONTRACTS"

The procedure prescribed for the computation of the Allowable Escalation Rate under Memorandum Circular No. 57, series of 1988, shall be adopted only for infrastructure works accomplished after 20 April 1988. Accordingly, the following computations shall be followed:

I. For accomplishments made/completed prior to 1 November 1983 –

AER = Number of Months x 1%

II. For accomplishments made/completed on or after 1 November 1983 –

AER – Number of Months x 2.5%

III. For accomplishments made/ completed after 20 April 1988 –

AER = (Number of Months before 1 November 1983 x 1%) + (Number of months beginning 1 November 1983 x 2.5%)

All escalations computed prior to 1 January 1990, using the parametric formula provided under Presidential Decree No. 1594 and its Implementing Rules and Regulations shall be compared to the corresponding AER and payment of those in excess of the AER shall not be allowed, except with the prior approval of the President.

Heads of all departments, agencies and instrumentalities of the Government, including government-owned and/or controlled corporations shall take proper and necessary measures for the prompt and strict implementation of this Circular.

Memorandum Circular No. 57, series of 1988, is hereby amended accordingly.

This Memorandum shall take effect immediately.

Done in the City of Manila this 20th day of March, in the year of Our Lord, nineteen hundred and ninety-two.

By Authority of the President:
(Sgd.) **FRANKLIN M. DRILON**
Executive Secretary

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1992). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 150

TO	:	ALL HEADS OF DEPARTMENTS, BUREAUS AND AGENCIES IN THE NATIONAL GOVERNMENT INCLUDING GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS (GOCCs) WITH ORIGINAL CHARTERS
SUBJECT	:	National Convention of Government Executives on April 23 and 24, 1992

A National Convention of Officials in the Career Executive Service on the theme “Towards Promoting Bureaucratic Efficiency and Effectiveness” is scheduled on April 23 and 24 at the Occupational Safety and Health Center in Quezon City. The convention is specifically organized, among others, to provide senior government executives with the opportunity to hear and discuss with the presidential candidates their respective visions of an improved bureaucracy.

In view of the relevance and significance of the abovementioned objectives to the government’s information campaign on the 1992 elections, all Undersecretaries, Assistant Secretaries, Bureau Directors, heads of Boards, Councils and Commissions, Regional Directors, senior executives of GOCCs of equivalent rank and other officials in the Career Executive Service are hereby enjoined to attend said Convention.

A convention fee of ₱500.00 per participant, travelling expenses and per diems and transportation allowances for those stationed outside Metro Manila are hereby authorized chargeable against the funds of the agencies concerned and payable to the Career Executive Service Board, the convention’s organizer.

Done in the City of Manila this 23rd day of March in the year of our Lord, Nineteen Hundred and Ninety-Two.

By authority of the President:
(Sgd.) **FRANKLIN M. DRILON**
Executive Secretary

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1992). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 151

PRESCRIBING GUIDELINES FOR THE IMPLEMENTATION OF SECTION 45 CHAPTER 2, TITLE TWO, BOOK I OF THE LOCAL GOVERNMENT CODE OF 1991 AND OF ARTICLE 83, RULE XIV OF THE RULES AND REGULATIONS IMPLEMENTING THE SAME CODE RELATIVE TO THE APPOINTMENT TO PERMANENT VACANCIES IN THE SANGGUNIAN WHERE THE RULES ON AUTOMATIC SUCCESSION UNDER SECTION 44 DO NOT APPLY

WHEREAS, Subsection (c), Article 83, Rule XIV of the “Rules and Regulations Implementing the Local Government Code of 1991” prescribes that the President, through the Executive Secretary, shall fill by appointment permanent vacancies in (1) the *sangguniang panlalawigan*; (2) the *sangguniang panlungsod* of highly urbanized cities and independent component cities; and (3) the *sangguniang bayan* of the component municipalities of Metropolitan Manila where the rules of automatic succession provided by Section 44, Chapter 2, Title Two, Book I of the same Code do not apply; and

WHEREAS, there exists the need to adopt guidelines on the procedures and requirements for recommendations and appointments to such permanent vacancies;

IN VIEW THEREOF, the following guidelines are hereby prescribed:

SECTION 1. A permanent vacancy arises when an incumbent elective local official fills a higher vacant office, refuses to assume office, fails to qualify, dies, is removed from office, voluntarily resigns, or is otherwise permanently incapacitated to discharge the functions of his office.

SEC. 2. Where a permanent vacancy exists in the *sangguniang panlalawigan*, the *sangguniang panlungsod* and the *sangguniang bayan* involved, such vacancy shall be filled by the appointment of the nominee who belongs to the same political party under which the *sanggunian* member concerned who caused the last vacancy had been elected.

SEC. 3. The recommendation for the appointment of the nominee shall be effected through the nomination signed by the highest official of the political party concerned. The highest official refers to the national chairman of the political party concerned. The nomination shall be accompanied by the following documents:

- a. Certificate of Membership of the nominee in the political party under which the *sanggunian* member concerned who caused the last vacancy had been elected. Such Certificate of Membership shall also be signed by the highest official of the said political party;
- b. Certification from the Election Registrar of the province, city or municipality, as the case may be, as to the political party under which the person who caused the last vacancy had been elected; and
- c. Personal data sheet through Civil Service Form No. 212 (Revised 1982).

SEC. 4. The nomination, together with the required documents mentioned in the preceding section, shall be submitted to the concerned Regional Director of the Department of the Interior and Local Government who shall transmit the same within forty-eight (48) hours from receipt thereof, with his certification as to the authenticity of all the documents presented to him, to the Secretary of the Interior and Local Government.

SEC. 5. Upon receipt of all the documents from the Regional Director, the Secretary of the Interior and Local Government shall transmit the same within forty-eight (48) hours from receipt thereof, with his recommendation, to the Office of the President.

SEC. 6. The nominee shall enter upon the discharge of his duties only after having been issued the corresponding appointment and after having taken the requisite oath of office before any of the officers who have the general authority to administer oaths in accordance with the provisions of Section 41, Chapter 10, Book I of the Administrative Code of 1987, as amended by Republic Act No. 6733.

SEC. 7. In case the permanent vacancy is caused by a *sanggunian* member who does not belong to any political party, the local chief executive shall, upon the recommendation of the *sanggunian* concerned, appoint a qualified person to fill the vacancy.

SEC. 8. In case of vacancy in the representation of the youth and the *barangay* in the *sanggunian*, the said vacancy shall be filled automatically by the official next-in-rank of the organization concerned.

SEC. 9. This Memorandum Circular shall take effect immediately.

By authority of the President:
(Sgd.) **FRANKLIN M. DRILON**
Executive Secretary

25 March 1992
Manila, Philippines

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1992). [*Memorandum Circular Nos.: 1 - 156*]. Manila: Malacañang Records Office.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 152

REITERATING THE PROVISIONS OF SECTION 35, CHAPTER 12, TITLE III, BOOK IV OF THE 1987 ADMINISTRATIVE CODE ON THE NATURE AND EXTENT OF THE POWER AND AUTHORITY VESTED BY LAW IN THE SOLICITOR GENERAL

Pursuant to the provisions of Section 35, Chapter 12, Title III, Book IV of the 1987 Administrative Code, the “Office of the Solicitor General shall represent the Government of the Philippines, its agencies and instrumentalities and its officials and agents in any litigation, proceeding, investigation or matter requiring the services of a lawyer. When authorized by the President or head of the office concerned, it shall also represent government owned or controlled corporations. The Office of the Solicitor General shall constitute the law office of the Government and, as such, shall discharge duties requiring the services of a lawyer.”

The same section provides that the Office of the Solicitor General shall have the following specific powers and functions, among others:

1. “Represent the Government in the Supreme Court and the Court of Appeals in all criminal proceedings; represent the Government and its officers in the Supreme Court, the Court of Appeals, and all other courts or tribunals in all civil actions and special proceedings in which the Government or any officer thereof in his official capacity is a party” (Subsection 1).
2. “Deputize, whenever in the opinion of the Solicitor General the public interest requires, any provincial or city [prosecutor] to assist him in the performance of any function or discharge of any duty incumbent upon him, within the jurisdiction of the aforesaid provincial or city [prosecutor]. When so deputized, the [prosecutor] shall be under the control and supervision of the Solicitor General with regard to the conduct of the proceedings assigned to the [prosecutor], and he may be required to render reports or furnish information regarding the assignment” (Subsection 7).
3. “Deputize legal officers of government departments, bureaus, agencies and offices to assist the Solicitor General and to appear or represent the Government in cases involving their respective offices, brought before the courts and exercise supervision and control over such legal officers with respect to such cases” (Subsection 8).

In *Gonzales vs. Chavez* (G.R. No. 97351, 4 February 1992), the Supreme Court declares that from the historical and statutory perspectives, “it is beyond cavil that it is the Solicitor General who has been conferred the singular honor and privilege of being the ‘principal law officer, and legal defender of the government. One would be hard put to name a single legal group or law firm that can match the expertise, experience, resources, staff and prestige of the OSG which were painstakingly built up for almost a century.’”

The Supreme Court states that “[s]ound government operations require consistency in legal policies and practices among the instrumentalities of the State. Moreover, an official learned in the law and skilled in advocacy could best plan and coordinate the strategies and moves of the legal battles of the different arms of the government.”

The Office of the Solicitor General has noted that in certain instances, cases filed against the Government or its officials and employees in their official capacity are not referred to the said Office. Instead, these cases are assigned to the legal officers of the government agency concerned. In some of these cases, with particular reference to those brought before the Supreme Court, important questions of policy or constitutional dimension are involved. In these instances, it behooves the Government to take an approach to and to take a stand on legal problems, policies and issues consistent with its previous position on legal problems, policies and issues of the same nature.

In accordance with the provisions of Section 35, Chapter 12, Title III, Book IV of the 1987 Administrative Code, the following are hereby directed:

1. All litigation, proceedings or matters involving the Government and its officials and employees, those likely to give rise to litigation and those which under existing laws are required to be referred to the Office of the Solicitor General should be referred to the said Office for representation or counsel; and

2. Provincial or City Prosecutors and Legal Officers of government agencies, in cases involving their respective agencies, shall appear or represent the Government only when the Solicitor General has authorized, or deputized such Provincial or City Prosecutors and Legal Officers. The Provincial or City Prosecutors or Legal Officers involved shall be under the supervision and control of the Office of the Solicitor General with respect to such cases subject of deputation.

By authority of the President:
(Sgd.) **FRANKLIN M. DRILON**
Executive Secretary

7 May 1992
Manila, Philippines

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1992). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

MALACAÑANG
MANILA

MEMORANDUM CIRCULAR NO. 153
PRESCRIBING THE GUIDELINES FOR THE IMPLEMENTATION OF TAX EXEMPTION PRIVILEGES
UNDER THE LOCAL GOVERNMENT CODE OF 1991

WHEREAS, under Section 192 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, local government units may, through ordinances duly approved, grant tax exemptions, incentives or reliefs under such terms and conditions as they may deem necessary;

WHEREAS, pursuant to Section 156 of the Code, cities and municipalities may levy and collect a community tax, in lieu of the former residence tax, which has now been transformed from a national tax to a local tax;

WHEREAS, Section 529 of the same Code further provides that all existing tax ordinances or revenue measures of local government units shall continue to be in force and effect after the effectivity of RA 7160 unless amended by the sanggunian concerned, or inconsistent with, or in violation of, the provisions of the Code;

WHEREAS, there exists the need to adopt guidelines for the observance of local government units concerned with the implementation of the aforecited provisions of the Code;

IN VIEW THEREOF, the following guidelines are hereby prescribed:

SECTION 1. The sangguniang bayan/panlungsod/panlalawigan may grant tax exemptions, tax incentives or tax reliefs but such grant shall not, however, apply to regulatory fees which are levied under the police power of LGUs. Tax exemptions shall be conferred through the issuance of a tax exemption certificate, which shall be non-transferable. In this regard, the sanggunian concerned may be guided by the following:

(a) Tax exemption or tax relief may be granted in cases of natural calamities, civil disturbances, general failure of crops, or adverse economic conditions such as substantial decrease in the prices or agricultural or agri-based products;

(b) The grant of exemption or relief shall be through an ordinance;

(c) Any exemption or relief granted to a type or kind of business shall apply to all business similarly situated; and

(d) Any exemption or relief granted shall take effect only during the next calendar year for a period not exceeding twelve (12) months as may be provided in the ordinance. In case of shared revenues, the exemption or relief shall only extend to the LGU granting such exemption or relief.

SEC. 2. The community tax shall be paid in the place of residence of the individual, or in the place where the principal office of the juridical entity is located and, upon payment thereof, the corresponding community tax certificate shall accordingly be issued.

Exemption from the payment of the community tax may also be granted by the sangguniang bayan or sangguniang panglungsod thru a duly approved municipal or city ordinance, subject to the guidelines prescribed in the immediately preceding section.

SEC. 3. Existing tax ordinances or revenue measures of local government units which are inconsistent with, or in violation of, the provisions of the Local Government Code of 1991 shall cease to have force and effect.

SEC. 4. This Memorandum Circular shall take effect immediately.

Manila, June 4, 1992.

(Sgd.) **CORAZON C. AQUINO**

By the President:
(Sgd.) **FRANKLIN M. DRILON**
Executive Secretary

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1992). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 154
AUTHORIZING ATTENDANCE AT THE FOURTH NATIONAL CONFERENCE ON PUBLIC
ADMINISTRATION

In line with the need to raise the consciousness of public servants about the trends, needs, and issues in public administration, and in compliance with Proclamation No. 921 declaring June 21 to 27, 1992, as Public Administration Week, officers and members of all government departments, agencies, offices, and instrumentalities, including government-owned or controlled corporations, regional institutions, and local governments, are urged and authorized to attend the Fourth National Conference on Public Administration.

Attendance shall be on official time, with reasonable expenses for transportation, per diem, and a maximum conference fee of ₱500.00 per day per participant (or a total of ₱1,500 for three days), chargeable against the allotment of their respective offices.

In view of the value of the conference to the public service, I hereby exempt the Conference from Administrative Order 265, dated January 31, 1992, which prohibits the “conduct of all seminars, conventions, annual and anniversary celebrations.”

By authority of the President:
(Sgd.) **FRANKLIN M. DRILON**
Executive Secretary

Manila, June 15, 1992

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1992). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 155
REQUIRING THE SETTLEMENT OF AND CLEARANCE FROM ACCOUNTABILITIES OF GOVERNMENT
OFFICIALS AND EMPLOYEES PRIOR TO THEIR TRANSFER OR ACCEPTANCE OF THEIR
RESIGNATION

The attention of this Office has been invited by the Chairman, Commission on Audit, regarding cash advances of government officials and employees which remain unliquidated and are carried over from year to year in the books of the agencies concerned.

Pursuant to COA Circular No. 90-331 dated May 3, 1990, and in the interest of the government, all heads of departments, bureaus, offices and instrumentalities of the government, including government-owned or controlled corporations, are hereby directed to require all government officials and employees in their respective offices with cash advances, to settle and secure clearances from their accountabilities before being allowed to transfer or resign from their positions.

Strict compliance herewith is enjoined.

Manila, June 15, 1992.

By authority of the President:
(Sgd.) **FRANKLIN M. DRILON**
Executive Secretary

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1992). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACAÑANG

MEMORANDUM CIRCULAR NO. 156
AUTHORIZING ATTENDANCE IN THE ANALYTICAL SURVEY
OF 1991 SUPREME COURT DECISIONS

The U.P. Law Center will hold the Analytical Survey of 1991 Supreme Court Decisions from June 20 to August 14, 1992 at 9:00 A.M. to 12:00 noon at the Bocobo Hall, U.P. Law Center, Diliman, Quezon City.

The program is designed particularly to enable legal officers in the government to benefit from the analysis of recent jurisprudence by leading experts. It aims to help legal officers update their knowledge and provide them with an in-depth study of new jurisprudence as they affect and/or relate to the discharge of their duties and responsibilities.

In view of the importance of the program, heads of departments, bureaus, offices, and agencies of the national government, including government-owned or controlled corporations are hereby authorized to send three of its concerned senior legal officers and court officers to participate in the discussion of the Survey on official time with the reasonable expenses for transportation, per diem and registration fee of the ₱500.00 per participant, chargeable against the appropriations of their respective offices. Provinces, cities and first class municipalities may send one representative each with the expenses as herein authorized. It is understood that participants residing or stationed within the Metropolitan Manila area shall be entitled only to registration fee.

Participants shall submit to their respective agency heads a report on their attendance and shall, within a reasonable period thereafter, echo the seminar to key personnel in their respective offices. Likewise, the organizer shall submit to this Office a report and evaluation of the seminar, copy furnished the Department of Budget and Management, including a certificate of participants indicating their respective offices.

By authority of the President:
(Sgd.) **FRANKLIN M. DRILON**
Executive Secretary

Manila, June 23, 1992

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1992). *[Memorandum Circular Nos.: 1 - 156]*. Manila: Malacañang Records Office.